

# TIPS TO REIN IN A WANDERING MIND



## DITCH THE TECH

If you're trying to get some work done, hearing a notification come through on your phone or tablet can be a huge distraction. Keep your tech tucked away and make it a rule to only check every 30 minutes.

## APP-SOLUTELY NOT

Minimise the apps or programs you have open at any one time. If you're working on a document, you don't need 10 apps or 18 browser tabs open! Minimise distractions!

## TO-DO OR NOT TO-DO

Make two separate to-do lists. The first is for anything that pops into your mind ("we need milk" or "I should Google the name of that guy from that movie"). Once it is on the list, it's out of your head! The second list details the next 3 things you are going to accomplish. New items can only be added when an old one is removed!

## BE YOUR OWN PERSONAL CHEERLEADER

Use positive self talk to motivate yourself. "I can do this!" or even better, "I have managed this before" or "I've beaten things much tougher than this!"

## GO TO GROUND

If your mind is wandering, try some grounding exercises. For example, look around the room and count all the things beginning with letter M. Once your thoughts are back on track, it's time to get onto the task at hand!