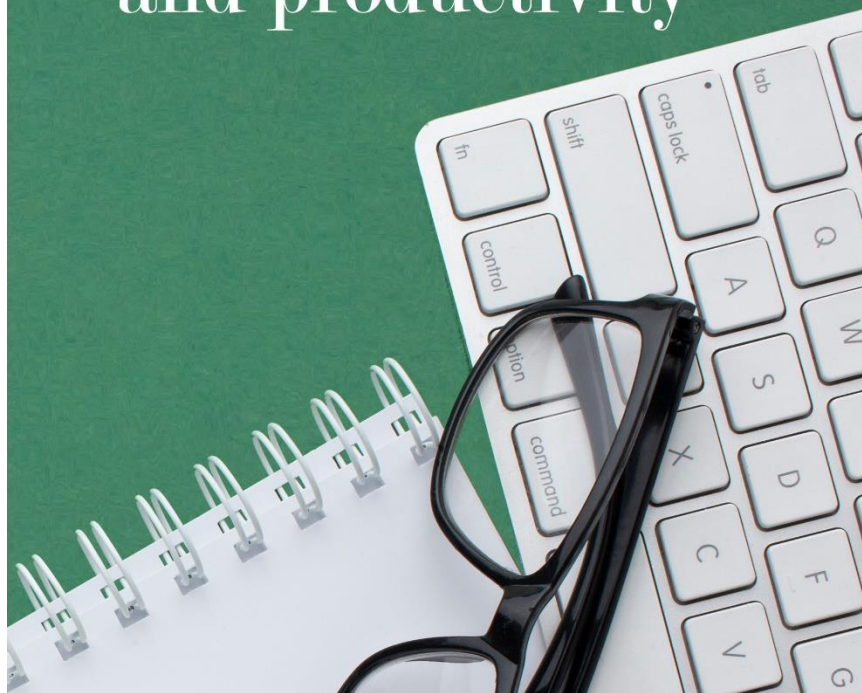


Fuad Al-Qrize

Increasing focus
and productivity



Increasing focus and productivity

By
Fuad Al-Qrize

Edited by
Maher Asaad Baker

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DEDICATION

My father, my mother, thank you for
making me what I am.

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ACKNOWLEDGMENTS

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intended to be a definitive set of
instructions for this project. You
may discover there are other
methods and materials to
accomplish the same end result.

**“LEARN AS IF YOU WILL LIVE
FOREVER, LIVE LIKE YOU WILL
DIE TOMORROW.”**

- MAHATMA GANDHI

INTRODUCTION

We are living in an information age. Every day, we are inundated with media, technology, entertainment, and

notifications. At any given time, it appears that hundreds of people and things are vying for your attention. It's no surprise that our attention spans have shrunk and our ability to focus has deteriorated in recent years.

Your time is precious. Being unable to focus can have a negative impact on our ability to succeed at work and in our personal lives. We develop focus through training and practice. Productivity necessitates planning and strategy in order to make your time

work for you!

Let's start with time wasters that sap our productivity. We will go over some tips and techniques for improving your focus. Then let's make a plan that will get you started on improving your productivity right away!

FOCUS KILLERS MUST BE IDENTIFIED

"Focus can occur only when we have said yes to one option and no to all others," writes James Clear in his

article on Focus.

Time killers are activities that take our attention away from what we really need to do. They make no contribution to our ability to achieve our objectives.

Time-wasting activities are considered "noise." They are distractions that impair our ability to concentrate. Laser focusing necessitates limiting them as much as possible while working.

The key to focusing is to pick one task

and eliminate the rest. Anything that isn't required to complete the task is a distraction.

To get you started on your productivity journey, let's identify the things that are keeping you from finishing your work.

When you get to work tomorrow, make a written (or mental) note of every time you take a break from what you're doing to do something else, then return to your work. Keep a running total.

Once they've been identified, let's write

them down to include in our plan later. We will look for ways to set boundaries in the future to prevent this from happening again. Here are some of the most common distractions and how they affect our ability to concentrate.

Your Phone/Mobile Device

It is with you when you wake up, while you drive, in meetings, at dinner, and at night by your bedside. Our mobile devices have become an extension of our bodies. Some people find it difficult

to be without their phones for even a few minutes. Constant notifications from apps and texts can quickly distract you and cause you to lose focus on the task at hand.

Some mobile devices (such as the iPhone) will track how many times you pick up your phone per day to help us be more aware of our phone usage. This is a frightening number to see. Once you're aware of how frequently you pick up your phone to check notifications, you can start adjusting

how frequently you pick up your phone.

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Social Media Pitfalls

Have you ever gone down the YouTube rabbit hole or become so engrossed in Instagram that you ended up spending hours there? It happens frequently. The chemical rewards our brain receives when we receive likes and comments on our posts keep us engaged.

As consumers, we enjoy watching the millions of videos and pieces of content that are uploaded every day. When we are working, however, this is a

detriment to our productivity. Setting boundaries for social media is the best way to stop this time waster.

- Schedule time on your calendar for checking and posting on social media. Perhaps in the evening, an hour before going to bed.
- Set daily time limits using the apps' time limit features. This will assist you in recognizing when you have reached your limit.

- Disable your social media notifications. Only check social media during your allotted time.

Putting Too Many Events on Your Calendar

Do you ever feel compelled to fill every available time slot on your calendar? There is no benefit to having a full calendar of events. A packed schedule can make it difficult to complete the most important tasks of the day.

To reduce distractions, only put important events on your calendar. Events that must be attended include a final product review with your team and doctor appointments. Most of us are aware of the events we must attend. Allow the remainder of your time to be spent working toward your objectives. This gives you the freedom to complete your tasks in whatever time it takes. This brings us to the next major time eater!

Failure to Learn to Say No

Many people struggle with approval addiction or have difficulty saying no. This results in you having more things on your schedule than you need or want. To begin reclaiming your time, you must decline invitations from people you care about. It is sometimes necessary to decline meeting requests.

Your time and energy are valuable resources. Others will not respect it if you do not respect it. Being truthful with them is the best thing to do. Please

notify me that you are working on an important project and will contact them later.

It is difficult to say no; however, it is necessary when you need to concentrate. Instead of traditional meetings, find ways to collaborate with others via email, online conferencing, or conference calls.

Do you have a time-waster that isn't on this list? Make a note of them in your plan so you don't forget about them. Let

us build barriers around those distractions to help you stay focused on completing the day's important tasks.

HACKS FOR FOCUS

Here are a few useful "mind hacks" to help you improve your focus throughout the day.

First and foremost, take care of yourself.

Our first priority should be to ensure that we are whole, healthy people. When our physical and mental health deteriorates, we are unable to give our businesses our full attention. Here are some important self-care tips to help you focus better.

- Ensure that you get enough rest (7-8 hours of sleep). When you are tired, your brain will not function properly. Your body can reset and heal while you sleep.

- Consume well-balanced meals. Healthy snacks promote optimal brain function. Try superfoods and consume more green leafy vegetables. Meal planning is extremely beneficial, as is limiting grocery shopping to once a week. For extra productivity points, shop at stores that offer online pickup

or delivery.

- Drink plenty of water. According to a Georgia Tech study, dehydration can lead to a loss of concentration and focus. Most experts recommend at least eight 8-ounce glasses of water per day.

- Get regular exercise. Moderate exercise can boost alertness and energy, allowing you to be more productive at work. Regular exercise is also important for preventing diseases that can keep you from working. If you are

unable to attend the gym, try taking the stairs at work. Aim for 30 minutes of exercise per day, at least 5 times per week.

- Spend some time outside. Being in nature allows us to rebalance our mind and body. Take a few minutes out of your day to go for a walk outside. Look at the trees, listen to the water, or simply bask in the sun.

- Experiment with meditation.

Mindfulness is an excellent practice for clearing the mind of clutter and staying in the present moment. Paid apps such as Headspace and Calm can help you practice mindfulness in as little as 10 minutes per day.

Make Some Room

Decluttering your surroundings is a great way to declutter your mind. Create an environment in your office that encourages focus.

Begin by clearing out your workstation of all paper and materials that aren't related to the task at hand. Sort papers into folders and save them for later. You are not required to be a neat freak! Simply clearing out the clutter in your workspace will help to reduce the number of distractions around you.

Make certain that the temperature in the room is not too hot or too cold. Having a pleasant office environment can boost

your productivity by up to 15%.

Take Rest Periods

This is also considered self-care. Our minds are like muscles that can tire. Taking a short break from a task can help us rejuvenate so that we can return with a fresh perspective.

We guilt ourselves into believing that the longer we work without breaks, the more efficiently we can complete projects. We are, however, cheating ourselves and our work by not taking

care of our bodies.

Working without taking breaks results in lower performance. Take a ten-minute break at the very least to clear your mind.

Use the Two-Minute Rule.

According to entrepreneur Steve Olenski, completing short tasks right away takes less time than going back and doing it later. His two-minute rule is as follows. If you see a task that can be completed in two minutes or less, do

it right away.

Take a Listen to Some Music

Plug in your headphones and turn on your favorite music station! Music is uplifting. It keeps our minds engaged and helps us stay motivated. Music also stimulates the part of the brain that controls our attention. For maximum concentration, listen to classical music or music without lyrics.

MAXIMIZERS OF FOCUS

Burnout is a real thing. We can come up with a lot of great ideas for increasing productivity, but they won't help if you burn out and quit. Here are

some pointers to help you manage your time and, hopefully, reduce your risk of burnout.

Reduce the size of your daily to-do list.

Making a to-do list is an important part of time management, but we often make too long a list with unrealistic expectations for the day.

Make a list of the top 3-5 most important things to do that day. That is at the very top of the list. Following that, you make a list of tasks that can be

completed that day but are not as important or urgent.

Before you leave for the evening, make a to-do list for the next day. You'll be ready to go when you arrive at the office in the morning!

Extensive Work

Cal Newport defines Deep Work as "the ability to focus on a cognitively demanding task without distraction." If you have an important task or project at work that requires a lot of brain power,

block out a few hours on your calendar to avoid interruptions unless there is a true emergency.

Shut down your email applications and set your phone to do not disturb during this time. Put your phone in a safe place that is as far away from you as possible. Reduce any potential interruptions during this time.

Set aside time during the day to check email outside of this period when you

will be completely focused on one task.

Determine Your Peak Work Period

This may differ from person to person.

For some, this may be the first thing they do when they arrive at work. This is the time of day when you are most physically and mentally alert.

Trying to finish an important report right before bedtime may not be ideal because you are tired and distracted by events at home.

Create a routine around this time period in which you complete the day's most important tasks. Creating routines will prepare your body to be productive. Leave tasks that do not require as much concentration for later in the day or during your less optimal period.

Concentrate on the End Goal, Focusing solely on completing a task may necessitate redoing the task, wasting more time.

Begin tracking the amount of time you spend on tasks.

Most likely, we are underestimating the time required to complete it.

Concentrate on what you want to accomplish.

By focusing on the end goal, we can ensure that the things we do are meaningful and that we are making the best use of our time. Establish Deadlines.

Setting deadlines may sound stressful,

but they are useful in establishing healthy boundaries. When there is a time constraint, we tend to be more productive and focused. When working on a project, try to set some short-term deadlines to work toward.

Divide big goals into smaller projects. For example, if you want to write a book, set a smaller goal of writing the introduction paragraph this weekend and 10 pages for Chapter 1 the following weekend. It's satisfying to know you finished a task on time!

Make Use of Productivity Tools

Use this helpful list of tools to help you focus on what is most important to accomplish for the day.

- **Hootsuite:** reduce your social media time by scheduling social media posts.
- **Evernote:** Take your notes wherever you go with you. Because it is cloud-based, you can access your notes from anywhere, including your phone, home, or office. If you can't jot down your

idea, try using your phone's voice memo to remind yourself to do so later.

- **Dropbox:** Using Dropbox or another cloud-based storage service, such as OneDrive or iCloud, you can keep your most important documents close at hand for review and sharing at any time.

- **Asana:** A fantastic project management tool for both individuals and businesses. You can plan and organize your work, or you can select a

plan that will allow you to collaborate with a team.

- **Rescue Time:** This app tracks the amount of time you spend on various applications to give you an idea of how you're spending your time. The paid version will even assist you in blocking

distracting websites while you work.

Productivity is a journey rather than a destination.

As an entrepreneur, you may believe that if you can get that speaking engagement, meet your sales projections, or open your brick-and-mortar shop, this event will be a sign of your success. However, it is your dedication to the process that will determine your success.

It is getting up every day and working toward your goal. You must practice something every day if you want to become great at it. You must enjoy not only the results, but also the process of

achieving the results.

Have a good time!

Remember to reward yourself. We have celebrations in project management after large projects are completed. Put that vacation or concert on your calendar.

Having something to look forward to is a great motivator for achieving your goals.

FORMULATING A FOCUS PLAN

Let's make a plan of action to improve our focus and productivity. According

to research, developing a new habit takes four weeks.

Let's divide our plan into four weeks.

Week 1:

- Determine how you currently spend your time. RescueTime and other productivity apps will send you a report based on your activity. This will assist you in identifying time wasters. Otherwise, a note pad will suffice.

- Locate your phone's screen time usage statistics. Examine which apps you use the most and how frequently.
- Organize your workspace. Put tasks in folders or notebooks.
- Program your alarm clock to wake you up at the same time every day.

Week 2:

- Examine the results of RescueTime or

your phone's screen time monitoring.

- Begin by making some goals. Make a list of daily, weekly, monthly, and yearly goals.
- Attach dates to those objectives and mark them on your calendar. If you don't already have one, try Google Calendar.
- Choose one goal to achieve in the next three weeks.

- Find someone with whom you can discuss your goals. Accountability is a powerful motivator for achieving your goals.

Week 3:

- Make a list of 3-5 things you want to do the next day at the end of each workday. Only the most important objectives must be met.

- Try Asana or other project management apps, or find a useful

project planner notebook.

- Take care of yourself. Plan your meals for the week and remember to make time for exercise.

Week 4:

- Examine your calendar. Are there any essential items? Is there anything you can remove?

- It's time to celebrate! Make a point of rewarding yourself once you've

completed the goal you set for week 2.

- At the end of the week, review your RescueTime and phone usage stats to see how much time you have saved.

WORDS TO REMEMBER

It takes time and practice to achieve Laser Focus. The steps outlined here will assist you in identifying ways to reduce distractions that may be preventing you from focusing on what

is most important. Here are some steps to take next.

Remember that you'll need to:

- Identify the time wasters
- Remember that taking care of yourself is the best way to be productive.
- De-clutter your workspace.
- Try out some of the productivity apps on this list.
- Use Deep Work techniques to improve your focus.
- Remember to reward yourself!

Congratulations! You're one step closer
to becoming more focused, productive,
and successful!

Disclaimer

The information in this book is based on the author's knowledge, experience, and opinions. The methods described in

this book are not intended to be a definitive set of instructions. You may discover other methods and materials to accomplish the same end result. Your results may differ.

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be used at your own risk.

The information presented is the author's opinion for informational purposes on.

About the author

Fuad Al-Qrize, is a Yemeni
Producer, Author, Writer,
Screenwriter, and Musician, Born
on January 1, 1990.

Other than being the youngest successful effective TV and music producer, he is also a well-known author in Yemen, he is considered the youngest producer in Yemen.

To get you started on your productivity journey, we need to identify the things that are keeping you from finishing your work. Time-wasting activities are distractions that impair our ability to concentrate.

We can come up with a lot of great ideas for increasing productivity, but they won't help if you burn out and quit. Our first priority should be to ensure that we are whole, healthy people. So let's start.