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Can't Focus? Can't Concentrate? You Are Not Alone!

This newsletter comes to you from Kate Harper of Harper Coaching

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Welcome to this issue of – the bi-weekly newsletter that is intended to inspire you to change the way you think and to stimulate you into action. If you like what you read, please pass it on to your friends and colleagues.

Welcome to my new readers. I am delighted to have subscribers from the UK, USA, Canada, Japan, Switzerland, Ireland, Albania, Italy, India, South Africa, Pakistan, Australia and New Zealand.

Please make sure you put kate@harpercoaching.com on your allowed list, so that you can continue to receive this newsletter.

I aim only to send this newsletter to those people who want to read it, so if you have received this newsletter in error, or no longer wish to subscribe, please either follow the link below or send me a blank e-mail to kate@harpercoaching.com with 'unsubscribe' as the subject.

It is the school holidays and I am out of my regular routine. My children are not too demanding, but they are home, so I am distracted. I have lots going on, mostly good, however my mind has been all over the place and I have found it challenging to get anything completed! That doesn't include the things where I am reliant on other people, which have a habit of *not* going to plan (don't ask me about my bathrooms!). So I thought this newsletter should be about something I too struggle with at the moment – finding my focus.

Do you find it hard to concentrate on one thing at a time? Are demands being made of you from every direction and it is tough to decide where you need to focus your attention first? Are you spreading yourself too thinly and are frustrated by your lack of progress? You are not alone! And as my mother often says, "This too shall pass." Somehow, that always calms me and lets me get more focussed. Read on for tips on how to focus and I will attempt to follow my own advice!

Do Something to move you towards your goals. Don't focus on all the things that have gone wrong in the past. Instead channel your energies into doing things now to move you forward. What is the most important thing that needs to be done?

What do you need to do next? Can you see the steps that you need to take? Have you got them written down? If you write them down you will be giving them your full attention. If you find it challenging to look forward, how about thinking about what it is that you want to achieve and work your way backwards. It sounds a little weird, but it can be a really useful thing to do if you are stuck.

Do Something today that you've been putting off for a while. Getting things done takes application and concentration. Are you one of those people who never complete anything because there is always something else to be done? Is your head full of everything except the task in hand? What is the worst thing that could happen if you go ahead and get it done? Choose one thing and give it all your attention until it is completed. Now, doesn't that feel good?

(If Procrastination is one of your challenges and you haven't already done it, click [HERE](#) - or go to www.harpercoaching.com - to sign up for my complimentary 7-day mini e-course on this subject.)

Do Something for yourself. If you've been feeling less than confident recently, get a piece of paper and list all the successes, down to the smallest thing, that you have ever achieved in your life. (Yes, the star sticker that you were given by your teacher when you were 9 does count! If you can remember it, then it is worth putting down.) Alongside this, list all your positive qualities. If you have good friends and supportive family members, you can ask them what they think they are. Focus on the positive and re-read those lists everyday. You're not so bad after all, are you? In fact, you are pretty fantastic!

Do Something active every day. What do you enjoy doing? Are you doing it? There is nothing like a physical activity to focus your awareness. To do it right and to do it well, you need to pay attention to what you are doing. Not only do you get rewarded for concentrating on good technique, there is a great buzz from the activity itself!

Do Something because you want to, not because you have to. If you have been frustrated in the past by having to do things that you didn't want to do, focus that frustration and anger on finding solutions that you *are* committed to, that have meaning for you. Make those answers your own. Even if you are going through the motions you will not achieve as much if your subconscious is telling you that you don't want to be doing this! Get on board!

Do Something new every day. What one thing have you been hankering to do for a while? Hanker no more. Instead of thinking "I can't", change that to "I can and I will"! Never get to your deathbed thinking "if only I'd..."

Do Something creative every week. Use your creativity to seek out solutions to problems you have been wrestling with for a while. Our mind is programmed to generate ideas to help us out of such situations. Use your inventiveness to let you do so. You only need one really good idea to solve the problem!

Do Something for nothing. Sometimes all we need to do to get focussed and concentrated is to clear our minds first. We carry so much information around, along

with thoughts, helpful and otherwise, and memories, snippets of conversations etc. Some people find meditation helpful to clear their minds and there are many classes, books and other sources of how to do this freely available. Others find they need to take themselves away from their usual setting to do this. Being by moving water, such as a stream, river or the sea can be wonderful to use as a focus for your attention, blocking out all the other stuff. If your thoughts are beginning to take over, you could try writing down everything you can, without trying to make sense of it, then destroy the paper. There, your mind is clear and centred. You have made way for more useful thoughts and you didn't have to pay a penny!

Do enjoy this quote.

"Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus."

Alexander Graham

I do hope that this issue of has inspired you to focus your attention where it will be of most use!

Have a good fortnight and even if it's only a *little thing*,

Warm wishes,

Kate

Passionate about helping you achieve your goals

The Coaching Package

Many of you will already be familiar with - my newsletter that is intended to inspire you to change the way you think and to stimulate you into action. In fact, today you are reading it! Well, now you can sign up for the Coaching Package. This is a three-month long Coaching Programme based around the ideas that form the basis of the newsletter.

Do Sign Up for my e-Course ~ **"Discovery ~ a 6 module journey to a better you"** on www.harpercoaching.com under [e-Courses](#) on the main menu.

Here is a little bit about it:

Discovery is a comprehensive 6 module e-Course for you to work on at your own speed and in your own time, which will appear in your in-box each week. Within each module there are exercises and actions for you to take, covering such subjects as "Where are You Now?" , "Choosing Your Ideal Life", "Taking Care of Your Body", "Happiness", "Motivation", "De-Cluttering", "Improving Your Self-Esteem", "Making Time for Me", "Understanding and Practising Assertiveness", "Dealing with Stress", "Managing Your Anger" and more...

Here's what one of the first purchasers of the **Discovery** e-Course have said - "Your **Discovery** course is outstanding. Thanks."

Your investment for this e-Course is UK£29.99 (Approximately USD 52.00/EUR 44.00).

Do try this for nothing!

Alongside "**Discovery**" and to give you a little taster, to see if you like my style, I am also offering a complimentary 7-day mini e-course on **Procrastination**. To sign up for this, please click [HERE](#) or go to www.harpercoaching.com

Kate Harper is a Motivational Life Coach, based in the beautiful Highlands of Scotland. To find out more about Kate's services please contact her at kate@harpercoaching.com or see www.harpercoaching.com .

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