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You May Benefit from a Shorter Work Week



Even if you enjoy your work, eventually you're going to feel exhausted from what you're doing without enough down time. Everyone works well under different circumstances, so while you may be able to work long days, another person may not without getting severely worn out.

In order to avoid getting burnt out, you should adjust your work schedule accordingly. If you're the type of person that can't stand working long hours each day, then you should adjust your schedule to work 3-4 hours each day, but work more days each week.

Then, while you work, you're going to be at your most efficient, but you're also going to have tons of downtime for the rest of the day once you're done with work. To those who are accustomed to working 8 hour shifts, this seems absurd.

However, if you're the type that tends to fall off in productivity in the latter half of their shift, it makes sense. While you're working fewer hours overall, you should be much more productive during the few hours that you are working, allowing you to get roughly the same amount of work done.

This same strategy also applies to those who are fine working longer shifts, but need time off. Instead of changing the hours you're working, you can change your schedule to only work 3-4 days per week.

This gives you much more time off than just the weekend, so you'll be able to enjoy a lot more time. Obviously, not everyone can manage to change their work weeks around like this, either because the nature of your business requires you to be operating 7 days a week, or because you really need a certain amount of time each week to keep things working.

In cases like this, this might just not be a feasible option at the moment. However, that's not to say that it never will be. For the time being, you might have to work a full work schedule, and it might be a bit grueling for you.

You just have to remember that there will come a time after your work has paid off that you can take much more time to yourself. Try experimenting with different schedules when you have the chance.

You may find that a rather unconventional schedule can lead to fantastic results for you and your business. Some people focus much better knowing they have a limited amount of time to work.

So while five, 8-hour shifts mean they allow a lot of distractions, if they only have five 4-hour shifts, they hunker down and concentrate on achieving whatever goals need to be met.

You'll Focus Better If Your Creativity Is Without Constraints



One of the best things to help your creativity thrive is freedom. Freedom from distractions, freedom from intrusive thoughts, and especially freedom from constraints. In the modern age, with immediate access to the Internet, it's easy for creative people to get caught up in the work of others, constantly trying to either imitate them or comparing themselves to them.

This will only hold you back and make you less creative, so you have to let these things go. If you're interested in creating digital art, for example, you might look up a lot of information about it online.

If you're a beginner, you might be seeking guidance on how to get started, and if you're more experienced, you might be seeking some kind of inspiration if you're getting stuck. Sometimes it can help to do that, but it might have some negative drawbacks that you haven't considered.

Let's say you're a bit more experienced, and while you're looking for inspiration, someone informs you of what they believe to be a better way of doing things. If you're not used to doing it that way, it can be a bit of a pain to switch off, but you might think it's worth it because they said it was.

If the new process that they're explaining doesn't work for you, you shouldn't keep trying to force it to work. Do what works best for you based on your existing experience. This applies to concepts outside of guides, as well.

You might also have noticed a competitor's work in your market, and see that they're more successful than you. At that point, you might try to imitate them, and even if you're putting your own spin on it, it might still look like an imitation.

Don't try to force someone else's creative vision through your own lens. You have to come up with your own comparable works. One of the most common things you'll see is when people have mentors, and they try to emulate everything that their mentor does.

If you have a mentor, someone to teach you the tricks of the trade, and it's just not working for you, you shouldn't follow their teachings so precisely. Adapt something of your own from their teachings that best suits your style, because you're not a carbon copy of them.

Instead of trying to become them, you should strive to become like them, if not better. You can learn and grow from a wide variety of sources and influences, always making sure to put your own spin on things.

Use Timing Tools to Help You Put Blinders on to Distractions

Trying to focus in the presence of so many distractions can be extremely difficult. If you're not accustomed to working while avoiding these distractions, you'll find yourself veering away from your work constantly.

Even those who have worked in the presence of these distractions for years find themselves unable to focus sometimes. In order for you to get used to working with these types of distractions, you should use timers and other such tools to carve out more time for yourself to work, and slowly adapt to your new situation.

If you're unable to focus because of all the distractions present, then ideally you'd be able to just block them all out and solely focus on work. However, some people just aren't capable of doing that, and in such a case, you should be able to use timing tools to allocate larger and larger amounts of time to work before you return to whatever was previously distracting you.

For example, a simple timer on your phone or even a physical timer if it goes high enough, can be set to go off after whatever length of time you'd like, so you can start off with something as low as 15 minutes of work at a time.

Each day, move it up by small increments, like five minutes or so, and eventually you'll be more comfortable working for extended periods of time. Instead of freely flowing back and forth between distractions and work where things can get a bit muddled, you're allowing yourself to dedicate a certain



amount of time entirely to work, so that you're not allowing any of the distractions to interfere.

Eventually you'll get so used to having the two of them be separate that you won't need a timer at all, but rather you'll just work for a certain amount of time and then be done for the day.

Timers can also be used in the reverse way. If you want to work consistently and give yourself some downtime if you're not getting enough, then set a timer for a small amount of time during which you can avoid focusing on work and actually enjoy some time off.

Many people end up doing too much of one or the other. Some are too distracted and spend too much time relaxing, while others work themselves so hard that they inevitably get burnt out. You need to have a bit of time for both during your day, so that you maintain a good work-life balance.

Try the Pomodoro Technique to Maintain Focus During Creative Work Sessions



The Pomodoro technique is one that involves dividing up work into short bursts throughout the day, allowing you to break in between to keep yourself from getting burnt out from work.

People have claimed that it helps increase productivity by having small breaks spread out across the day, allowing you to focus better and keep your mind sharper. One of the main aspects of the Pomodoro technique is using a physical timer to keep track of your time spent working.

You should work for about 25 minutes, so set the timer to that amount and start working. Once the timer goes off, you're allowed to take a short break up to five minutes.

After that, you keep working again. After you've worked for four, 25 minute intervals, you can take a slightly longer break and then do it all over again until you're done for the day.

It's encouraged to use an actual physical timer, like the type you'd use for cooking, in this technique. The creator of it claims that it helps you create associations with the sounds of it.

When the timer is wound up, the sound of it starting to tick makes you think about working, so that's what you do and focus on. The sound of the timer going off makes you think about relaxing, and that's immediately what you'll do.

Of course, if you don't have a physical timer, you can still use your phone or an app on your computer if you want. As long as you're using a timer to plan out your work sessions, you're essentially using this technique.

One of the recommendations that you should follow in regards to this method is breaking your work up into specific tasks in advance if possible. When the time comes for you to start working, each of those 25 minute intervals should be spent working on a specific task.

If you finish that task within the allotted time, you should review your work and make sure everything is as it should be. You can also take that remaining time to learn from the work you've completed.

Within each interval of work, you should be making the most of it. Just because you finish your task with five minutes left on the timer doesn't mean that you get an additional five minutes of relaxation. Spend the entire 25 minutes working as diligently as possible before taking your break at the very end.

Track Your Screen Time to See What's Siphoning Your Attention

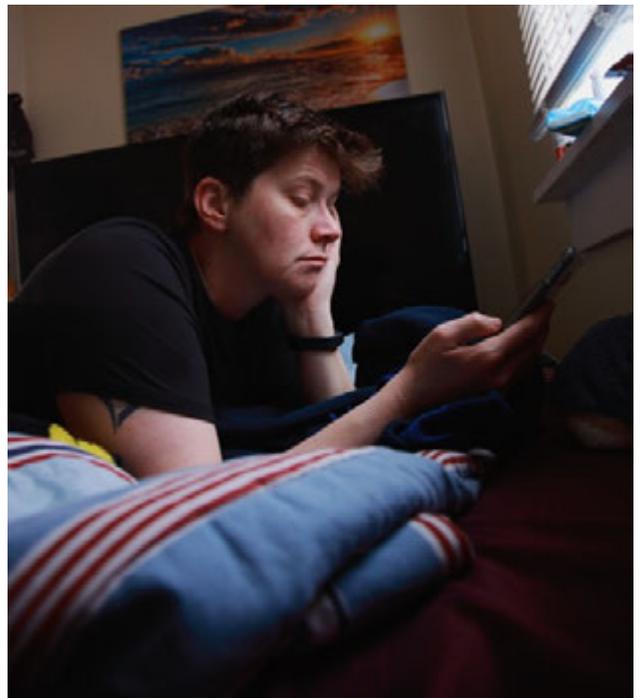
Since technology is so prevalent and integrated in our lives today, it's also natural that we're able to be easily distracted by it. It can be very useful for businesses, being able to transfer files and information instantly, but just as quickly, you can switch from working to watching videos for hours on end.

The worst part is, it can often be hard to tell how much time has passed once you start watching a bunch of videos on YouTube or start scrolling through Instagram. What seems like 10 minutes can quickly turn into almost an hour of distractions.

What you should do to avoid getting too easily distracted is using trackers to keep logs of what you're doing with your screen time, giving you a greater idea of how much time you're spending on work and how much time you're spending on being distracted.

Many operating systems, such as Windows or iOS, already have these features built in to them, but you can also get third party programs if you so choose. These programs track how much time you spend on each program.

So if you watch 3 hours of YouTube and write in a Word document for an hour and a half, it's going to tell you that. Based on the information you get out of it, you should be able to adjust your habits accordingly so that you know you're actually being more productive with your time each day.

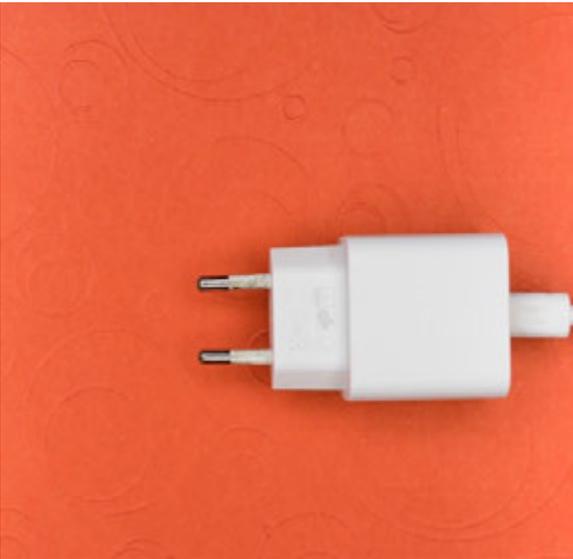


If you want to go the extra mile, you can set it up so that after a certain amount of time, the program will lock you out of that particular distraction. For example, if you were spending too much time on Instagram each day, you could set it to lock up the app from being used after 30 minutes of daily use.

After you've spent 30 minutes total scrolling through it, it would block you from opening the app until the next day, making you switch back over to working. There are extensions that you can use for your Internet browser that can even block out certain websites - either after a certain amount of time or during certain hours of the day.

For example, if you're supposed to be working between 9 A.M. and 5 P.M., you could set it up to not allow you to log into Netflix during that time, so that you wouldn't even have the chance to be distracted if you wanted to.

Tasks You Can Do to Recharge Your Creativity and Focus Better



If you've ever spent hours at a time trying to be creative, you know that at some point you can get burnt out. Sometimes there's just no true creative thoughts left and you start to try to force it, which results in many sub-par ideas across the board.

At this point, it's best that you take some time off to recharge your creativity so that you can come back to it later, reinvigorated and ready to work much more efficiently and focus your creativity into some great ideas.

One of the most commonly recommended things that you can do is take a nice walk outside. If you live near an area with walking or hiking trails that are safe, you should spend some time on them just focusing on the nature around you.

This can help you feel a lot better and sort of recharge your batteries, so to speak. During this time, you shouldn't be focusing or trying to focus on your work back home. Just leave all of that behind you and enjoy the moment instead.

Another thing that can really help you is cleaning and organizing your spaces while listening to some music or even a podcast. This serves two purposes. First, you're able to take some time off of work and do something else.

This allows your mind to recharge after spending so much effort on creativity. Second, having a clean and organized workspace is much more conducive to focus and creativity, so if you

were working in a cluttered workspace, you might not have been able to focus well because of your surroundings.

You might also just want to do something that you enjoy for a little bit. If the purpose of your time is to recharge your mind and not necessarily brainstorm, there's nothing wrong with doing something that can completely take your mind off of work.

Watch a few episodes of a show that you like or spend some time playing a game if that's what you want to do. These kinds of things are separate from distractions meant to boost creativity.

While you want to still have work on your mind when you're boosting creativity, in this case, you're just trying to recharge by not thinking about work at all, so you can be totally distracted during this time. There should be no focus on work at all - no brainstorming, no ideas, just relaxation.

Sometimes Being Semi-Unfocused Boosts Your Creativity



Many people try too hard to be creative. If you're not naturally very creative, you might try to force it the same way you would more serious work, by sitting down and focusing very hard.

However, this might actually be counterproductive, because it's been shown that being somewhat unfocused actually helps you be more creative. People draw creativity from many different places.

It's very rare that you will produce something creative and original from focusing really hard on one particular thing. Instead, if you can zone out a bit, you can take in more information from everything else around you, which will often yield more creativity.

This isn't to say that you'll be creative while being entirely distracted. At some point, you're going to not be creative at all because you'll be so distracted and unfocused that you won't even give a little bit of thought to what you're supposed to be doing.

Being semi-unfocused is like absorbing all the sounds of the forest, and looking around without any particular purpose. It isn't completely distracting yourself with a show online and being so preoccupied that you fail to have any creativity.

You can think about it in terms of having tunnel vision. It's a bad thing to have most of the time, and here it's no different. If you focus so intently on one thing, you fail to see anything else around you.

This can be detrimental to your creativity. As you block all of these other sources of inspiration out around you, you limit yourself greatly for things you can draw creativity from.

It's very crucial that you're unfocused in the right context. Social media is a very common distraction for people, but most of the time, it's not going to help you very much, so try to avoid it if you can.

Instead, you should be unfocused and immersed in the world around you - places like city squares and residential neighborhoods, just taking in all of the sights and sounds that you can.

If those places aren't very conducive to being creative for you, there's always daydreaming. By daydreaming, which would normally be considered unproductive, you might actually open your mind up more than you thought you could, and as long as the project you're working on is around the forefront of your mind, you'll come up with some pretty creative ideas.

Set Strong Boundaries for Dealing with Interruptions

No matter how hard you may try to avoid it, you're going to be put in situations where you're working and getting constantly interrupted. It can happen in many places, whether it be at work with other coworkers, somewhere with friends, or at home with your family.

It can be frustrating, or it can take you off track, so you need to learn how to deal with these interruptions properly so that you keep up with your work while also being civil with others.

For example, let's say that you're working at home writing up some documents on your laptop. Your kids might come in and start talking to you or make loud noises in the background again and again.

What you shouldn't do is get mad at them, but rather you should tell them to be quiet during certain times of the day or interact with them every so often so that they're less prone to interrupting you later on.

The situation with your family can depend on age as well. Toddlers won't understand very easily that you need to focus on work, so try and patiently work with them to not come in so often, or try and play with them a bit more when you can so that they feel like they're seeing you enough.

With older kids they can be a bit more understanding, so you should



be able to explain it to them, and with teens they probably want to be in their own rooms anyway. When it comes to coworkers, you don't want to seem like a complete stick in the mud, but you also have to be able to focus on the work you're there to do.

Ask them nicely to talk later when you're not working, and if that doesn't work, get a little more stern. They of all people should hopefully understand that you need work, and if they're still preventing you from doing your work, you might have to take the problem to someone above you instead of dealing with it personally.

Finally, you have friends that can be distracting. They might badger you into going out and hanging out with them, or prod you about working too much, but you should be able to tell them that you have to work and you'll just have to organize some time to hang out later.

It's a difficult balancing act, but you should be able to still enjoy the time you have with your friends and family without sacrificing your work.

Set Boundaries with Clients, Customers and Coworkers



If you've had a long history of working directly with clients and customers as a business owner, then you know that it can sometimes be a grueling experience. While many customers are kind and your whole interaction passes without anything of note, some customers can be very pushy and needy when it comes to your services.

The same can also be said of some coworkers; while some are diligent and rarely ask you to do things, others will try to push their work on to you and rely on you too much. One of the most frequent issues you'll run into with clients and customers is time.

If you run a business that deals in custom made creations, whether it be physical art, logos, or even data, customers can be very impatient. You might have a lot of work to do, and not everyone is cognizant of that, leading to them pushing you over and over again to stop what you're doing and do their work for them.

This is a bit of a two way street, of course. You shouldn't promise them to have something done in two weeks only to deliver it to them in two months. However, if they're requesting it weeks ahead of when you said you'd get it to them, then it's time to put a boundary in place and not let them push you around.

If you have other customers that were promised deliverables sooner, that's what you should focus on. One customer shouldn't dictate your whole work schedule. A very similar problem is faced with coworkers.

It can start out innocently, with you helping them out a little bit when you have very little work and they're swamped. This is a nice gesture, but they might get a little bit too used to it.

In time, your coworker might start to toss extra work that they don't want to do your way, weighing you down in the process. At some point, you should put your foot down and tell them that you have your own work to focus on.

This problem is even more prevalent with the advent of technology. Whereas people used to have to go through the process of either going to see you personally or sending you a letter, they can now just send you an instant message or email, or even call you up through Skype or Zoom.

This makes this type of behavior much more common, so you need to watch out for it before it weighs you down.

Recognize When Your Creativity Has Gotten Out of Control



Creativity is something to be admired and cherished, because it can be so incredibly helpful for you. It can give you new ways to do things, new ideas for projects, and bring a lot of light into your life.

However, there is such a thing as being too creative. You need to find a balance between creativity and actual implementation in order for those dreams and ideas

to come to life.

You can spend your time 24/7 daydreaming, and during that time you will no doubt come up with some great fascinating ideas. The problem is, it's almost irrelevant how good an idea is if it's not put into action.

If you have an idea that would work well, but you don't implement it, then you're just wasting your creativity. You should use focus and hard work in conjunction with creativity so that you can actually benefit from your creative work.

Implementing your creativity is tedious work, and it often requires a lot of focus and dedicated effort. If you're more creatively inclined, this will be more of a hassle for you, but it will be well worth it if you're coming up with quality ideas.

There's a certain feeling of happiness that comes with watching something that you dreamt up actually take shape and become a successful idea. It just means you're going to have to take some time to get it there.

You might be concerned that stopping your creativity to work for extended periods of time will hinder your creativity, but that's not exactly true. First, it means that your creative dreams won't just go on to die out, but rather they'll actually come to fruition and mean something rather than just staying an idea forever.

Additionally, you may be surprised to find that you can actually become more creative after a break. If you're constantly using creativity, you may become burned out after a little while.

Taking a bit of a break to work normally can reinvigorate you when you get back to it, making you even more creative than you were before. It's important to balance hard, boring work and creativity as much as possible.

Strictly doing either one will lead to some negative consequences. All work makes you less creative and you'll start to get repetitive, while all creativity doesn't really give you much to work with if you're not putting things into action.

Mental Burdens That Pull You Away from Projects



Life can be very stressful for any number of reasons. Some of them are self-inflicted, while others are out of your control. Regardless of why life is stressful for you, you need to be able to block it out when it's time to get to work, otherwise you're going to be pulled away from the projects you need to do in order to make money.

One type of burden that has appeared much more often recently is now known as "doom-scrolling," which refers to the act of continuously scrolling through bad news even though it has a negative impact on you mentally.

You might go to just check the top headlines on any news site, and just continuously scroll through looking at all the bad news you can, which ends up making you more stressed and upset.

This is one of the more self-inflicted burdens. Much like being addicted to social media, people have found themselves addicted to reading the most upsetting headlines constantly, which just ends up being bad for them.

If this type of behavior is inhibiting you from working well, you need to tune out from the news for a little while and focus on work, especially during hours that you should be working.

There are tons of burdens which are either out of your control or only partially in your control, such as marriage problems and concerns with friends, which can also negatively affect you in work.

You have to understand that there is a time to work on these problems, which is outside of work. If your job stresses productivity as most jobs do, you're not going to fare very well if you're constantly distracted by problems outside of work.

Wait until you're on your own time to deal with these types of issues. There are a few different reasons as to why these types of issues should be dealt with on your own time. For one, they can make you stressed out and have you on edge, which can negatively affect your work performance in many ways.

You can end up being more intimidating to clients and coworkers if they perceive you to be stressed out, and you can also end up working much slower if you're distracted, leading you to have much worse performance.

If you're getting poor performance reviews and losing clients due to being stressed out, you're going to be adding on more stress to what you already have, due to the financial problems that come along with lower bonuses and less clients at work. It is difficult, but you have to leave the problems you have at home behind when you go to work.

Master Time Management Techniques to Help You Focus on Your Creative Endeavors

Time and stress are always closely tied together. Most of your stress will likely come from you being worried about not finishing your work on time, and that same stress will likely delay you even further, which ends up becoming a vicious cycle that leaves you stressed out and without much work done.

It can be frustrating for you, your coworkers, and your clients. To avoid all of this, you need to master some proper time management skills in order to give yourself enough time to get your projects done easily, and to avoid a scenario in which you're overly stressed out.

When you're stressed out because you don't feel like you have enough time to complete a project, the logical thing to do would be to get to work. However, that rarely ends up being the case.

Chances are, if you're stressed out about work, you'll find ways to distract yourself so that you feel better in the mere short term, while in the long term you're going to be making things much worse for yourself.

There are all kinds of excuses that you'll see yourself come up with. You might claim that you're distracting yourself to be more creative for a bit or to get yourself feeling better so that you can then work more efficiently.

Even if that's true, chances are high that you're going to be spending more time



than you're saving, leading to you having even less time to actually complete your project. With time management skills, you can avoid this situation altogether, because it's difficult to get out of once you're in it.

First, you can carefully plan out your project's schedule and how long it's going to take you to do it. Don't cut corners at this stage - you need to be completely honest. If you claim that a part of your work will only take 30 minutes, because that's the fastest you can do it, don't count on that.

If there's a chance it'll take you two hours, budget for that to take you two hours. If you end up taking less time, that's great. However, if you do take up that much time, you'll have already accounted for it, so you won't be playing catch-up.

You need to also cut out any time distractions to see how much of your time is being spent on things that aren't work. You'd be surprised how quickly time can fly when you're watching shows online or scrolling through social media. That time could be better spent getting ahead in your work or catching up if that's what you need to do.

Listen To Your Honest Instincts About When To Work and When Not To



Every now and then, you'll come to a point where you're just so drained from the day that you're not able to focus or be creative. You're just fully ready for a break. Under a typical 9-5 strict schedule, you wouldn't be able to do that.

However, since you're not bound to that, you can actually decide to take a break for your own benefit, because continuing to work when you're not able to do it well is a rather poor plan.

When the time comes where you just don't feel like you can produce good work and content, you should take a bit more time to recuperate before you start up again. If you're trying to make content without being either focused or creative, you're going to end up having to redo some of that work later on, because it won't be up to par.

By knowing when to stop, you can avoid the annoyance of redoing work later on, or worse - the unfortunate situation where you already sent out some poor work, and have to apologize to customers for giving them a mediocre product.

If you were working at full capacity, you wouldn't have to do that. Don't get carried away with this freedom that you have by not being bound to a strict schedule. Many people might begin to abuse it, and by never feeling like they want to work, they never actually do enough work.

You still need to carve out time to work, even when you don't really want to. This is just for times when you really feel like you can't work even a little bit more. Once you reach that point where you genuinely can't get anything else of quality done, you should take some time to relax and reinvigorate yourself.

It's like refueling after a long drive. It's something that you need to do so that you can continue to move forward, even if you have to stop for a bit. The worst thing you can do to yourself is force yourself to do work that you don't want to do.

You should know what's best for your business, and if what's best is taking a short break, then so be it. Don't hold onto pride and force yourself to work through it and produce something inferior. Take a break and some time and come back to give it your all.

Know the Difference Between Beneficial Distractions and Saboteurs



It's true that some distractions can be beneficial to your creativity. Getting immersed in something that's related to your creative work or doing something that lets your mind wander can help you be more creative, and can often result in some better ideas.

This isn't always the case, though, and you need to be able to distinguish the difference between distractions that are

actually benefiting you and distractions that are holding you back from working as you need to.

For example, if you're writing a science fiction novel, and you're running out of ideas, it could be beneficial to watch some science fiction shows with the pretense that you're trying to come up with new ideas.

It can help inspire you and show you things that you hadn't thought of before. In this case, the distraction is beneficial. It helps you gather new ideas and gives you a bit of inspiration that you can channel into your work.

However, if your job is to come up with a more efficient system for your job, then a science fiction show isn't really going to be that great of a diversion. Instead, it's just going to eat up your time and make you less focused on the task at hand.

Distractions that have nothing to do with what you're doing are often not that helpful, but that's not always the case. If you were trying to come up with a new logo for a company and you were sitting outside letting your mind wander, that might not have anything to do with the logo directly, but it can still be a good way to open up your mind to new possibilities.

In this case, even though it's not related to your work, it can still be pretty useful. One method of determining whether or not a distraction is beneficial to you is to keep a sort of distraction journal.

Log the amount of time you spent with each distraction and make note of how many quality ideas actually came out of that time you spent. If you spent 3 hours watching a show and only came up with one decent idea, it's probably not that worth it and is just eating up your time.

If one hour spent outside produced three or four decent ideas, however, that's a different story. At that point, that could be a worthwhile distraction that's actually helping benefit you relative to the amount of time you spent on it.

Is Your Creative Flow Being Distracted by Perfectionism?



You always want to strive to do the best work that you can. No matter what it is that you're doing, do it to the best of your ability. These are good concepts to live by, but often times they can be misinterpreted.

Phrases like “to the best of your ability” and “the best work that you can” don't mean that what you're doing has to be perfect, but rather as good as you can get

it. If you're allowing perfectionism to pull you off track, it can seriously halt your progress and have some rather adverse effects on you.

Perfectionism is essentially a state of mind in which you start to pick out every small flaw in your work, stemming from a desire for the project to be perfect. This is an entirely unrealistic goal, and the more time you spend trying to get it to be perfect, the worse it's going to get.

The greatest masterpieces in the world have their flaws, and there is not one thing that is perfect. By striving for something unattainable, you could work for years to try to get something exactly right, and still be unsatisfied with it.

This doesn't mean that you shouldn't put any effort into it, but give it your best shot without going overboard. If it takes a few days, that's fine, but once it starts to get into a few months of work with no progress, you're going overboard.

While there is the danger of you wasting too much time chasing after perfection, there's also the negative mental aspects. If you're consistently dissatisfied with your work, you're going to end up feeling pretty bad about yourself.

You might think you're bad at your job or that you're not putting in enough work, and it'll only be detrimental to you. Instead of second guessing yourself and wasting time, produce something that's satisfactory to your standards and be proud of that alone.

There's no reason that you should overexert yourself just because you think something's good, but it could be a tiny bit better. At some point, even if you were to reach a point very close to perfection, it would come with what's known as diminishing returns.

If it takes you five hours to produce something that your client is happy with, but it takes you years to produce something that's slightly better, but close to perfect, then the difference is negligible. You will have spent far more time doing it, making that work not worth doing in the first place.

Has Your Demand for Productivity Intimidated Your Creative Vibe?

Productivity is often stressed above all else in businesses today. It's the best way to put out product after product, which typically results in the highest profit yield. However, productivity isn't everything.

You need to be able to put out something that you're proud of, something original and creative, and too much focus on productivity may stifle that, leading to some rather negative consequences.

There are many companies that would rather put out as many products as possible instead of making high quality products a priority. There's a balance to be found between the two.

You obviously can't release just one small product every year, but you also can't be rushing so quickly that you're not putting enough effort into things. Once you start to rush through your projects without care, you'll start to slip.

One of the major drawbacks about being overly productive is that your business partners or clients may start to notice that you're focusing on quantity over quality. If they're used to receiving quality products from you, ones that are made with much love and care, they'll be pretty sour once they start receiving a ton of mediocre work.



At that point, word may start to spread, and you can actually end up losing business. Creativity takes time. That is a fundamental part of business - it doesn't just come out of thin air.

It takes time and care for you to develop an idea fully and to polish it to near perfection. You can't take all the time in the world to get it done, since you naturally have certain deadlines to meet, but you can put a bit of extra time and effort into it to get it just as you'd like, to make something you're proud of.

Extended periods of time spent pumping out as much as you can without any true creative input can actually hurt you in the long run as well. It might get you some short term sales, but it'll start to fall off.

Creativity is like a muscle. It needs to be exercised frequently in order to grow and develop as well as stay healthy. If you're not spending some time honing your creativity over a certain amount of time, it will start to degrade.

Eventually, you'll be left without the same degree of creativity that you had before, and it can be difficult to get back into your flow when you need it. Instead of focusing on pure quantity, make sure you're actually putting some heart and effort into the things you produce.

Get Used to Thriving with Background Noise



If you only work well in complete silence and complete focus, you're going to need to learn how to adapt. Very few places are dead silent. Even if you have your own home office, chances are you'll hear your family in the background, as you should.

If you're at a café, there will be people talking. If you're at an office, there will be background noise and voices. You need to train yourself to be able to either tune out or work well with background noise.

Only working well in near or complete silence is indicative of larger problems with focusing. You might be able to focus in those situations, but you can't let the smallest things throw you off completely, otherwise you're going to struggle to keep up with your work in all kinds of places and situations.

One option you have is to simply get used to it and work in places with background noise more often. Instead of holing up in your apartment or house where it's all quiet while you work, go and work at a nearby café.

Try to go during hours when they're not busy so it's not too noisy, but there's a background murmur that you can get accustomed to. Eventually, you'll be able to work in somewhat more distracting locations, such as your home if there are a lot of residents, or in a loud office with others.

This will allow you to work under more and more circumstances, meaning that you'll be able to efficiently keep up with your work anywhere you go. Of course, not everyone has a nearby café that they'd want to work in for extended periods of time.

Coffitivity is a website that you can use in order to better get used to working in environments with a bit more noise. You have a few free selections to choose from, in various levels of noise, and you can adjust the volume as you'd like.

This allows you to get used to it, even from your quiet home or office. You don't have to get used to a ton of noise. Everyone has their limit. Nobody is expecting you to work well in the middle of a theme park or at some other loud location.

The point is to be able to handle fairly common level of background noise that you would encounter in a wide variety of situations, so that you don't need a special place to get all of your work done.

Focus on Intent to Help Curb Out of Control Creativity



If you're creatively inclined, then you probably enjoy most of your time coming up with ideas, but you're likely less intrigued by the serious business side that requires a lot of focus and monotonous work.

Any creative projects require these aspects to become full-fledged products or ideas, as annoying as it may seem.

Don't panic when it comes time to set aside your creativity, because you will get back to it.

Instead, just focus on your intentions with the creative idea and work to bring it to reality. While ideas certainly have merit, they're not particularly useful if they're never put into action.

Often times, putting them into action can be a tedious process, but it becomes worth it to see your creative endeavor brought to life, able to accomplish the goals that you had in mind when you thought of it in the first place.

For example, if you came up with a great infographic to inform people about a topic that you're passionate about, it wouldn't get very far as a simple idea or rough draft. A completed product that was shared and spread online would be able to actually inform others and spread your knowledge, but it's going to take work.

You're going to have to do research and cite sources, make it look nice, and go through the work of getting it to be spread and shared around. These are tedious things, but since your intent was to spread knowledge to begin with, it makes it worth your effort.

You might also want to create something with the intent of generating some income for yourself. It might be something like designing logos for up and coming companies, or making physical products that people can buy on websites like Etsy.

The thought process is fun when you get to utilize your creativity, but then comes the actual process of bringing it to reality. Gathering materials, stocking your inventory, shipping purchases - all of these things can be a hassle.

Regardless of whether or not it's a pain for you to do, your intention was to make money. The only way for you to do that is to give them an actual product. Very seldom will people pay good money for the concept of something that they'll have to actually create themselves.

Instead, they're more interested in purchasing a completed product, something that they don't have to put any more work into. That's where your effort to backburner your creativity comes in handy.

Focused Versus Unfocused - Where Creativity and Productivity Clash



There are two main “settings” you’ll work with throughout your career. Typically, you’re either doing productivity-focused work, or creative work. While they’re certainly both work, and they’re both necessary to help you do your job properly, they often clash with one another.

You need to be able to separate the two into different periods of time. The reason they need to be kept separate is that each one requires you to be in a different state of mind. While creativity lets your mind wander and come up with new and exciting things, productivity and focus require you to hone in on one specific thing and do it as well as you can.

When you’re trying to be creative, it’s fine to be unfocused. This doesn’t mean that you can be outright distracted, of course, but more so blurred while still looking at the project you’re working on.

It allows your mind to have room to experiment with different ideas and fresh, new ideas. When you need to be productive, you need absolute focus to get things done. You should follow your strict methods that work, and that you know work.

Don’t experiment with different things - just keep working with what works best. At this time, you don’t have room to maneuver very much, and you’re probably really locked in to whatever it is that you’re doing.

Depending on the job you have, each of these modes might have different times spent on them. For example, a construction worker or someone working in engineering might not want to experiment and be creative too much, but rather they want to work with what they know will work well and be effective.

On the other hand, a graphic designer will want to spend much more time being creative, with a bit of necessary productivity time for keeping the business end of things running smoothly.

You need to have separate times of the day for each one to take place. You might be more focused in the mornings, but more creative at night, or vice versa. If you try to force the two together, you won't be happy with the results.

You're either going to end up stifling your creativity with an over-focused mind, or you'll have a mind that's too open that ends up hurting your productivity. Test your timing and strengths and see what works best for your schedule and planning.

Find Your Sweet Spot for Focus and Creativity

Everyone has different sweet spots that help them focus or be more creative. Essentially, different locations or times of day can either be more conducive to daydreaming and creativity or more conducive to focus and continued hard work.

If you try to do one where you succeed better in the other, you can either become unfocused or uncreative, so it's important to keep them separated. For example, you may be most focused and hardworking late at night.

This is pretty common for entrepreneurial people, so you should choose to work on things that require a great deal of focus late at night if that's what's best for you. Likewise, you may be more creative in the morning or afternoon, so that can be your time to do things like design work or other creative endeavors.

Sweet spots aren't just times of day, though. You may also find that different locations that you choose to work at may help or hinder various things like focus. Some people have dedicated office spaces where they find it really easy to focus, while others may find it best to focus out at a café.

You might be really creative being outside, or laying comfortably in bed. Regardless of what your sweet spots are, you should utilize them to the best of your ability. Studies have found that



location and time of day can greatly affect mood and productivity, so if you're in the right sweet spot at the right time, you can get a lot more work done.

It also helps to separate areas that you work in and relax in. For example, if you tend to spend a lot of time on your couch relaxing, if you sit there to go and work all of a sudden, you probably won't feel like focusing very much.

Your body can easily become accustomed to locations and will default to whatever you typically feel there, such as relaxation on the couch, and it'll be hard to switch from relaxing to hard work.

You may have heard that you should never take technology to bed with you. That's because, if you're working in bed, it makes it hard for your body to recognize it as a place where relaxation and sleep should take place.

The variations in these sweet spots are why 9-to-5 jobs don't work well for many people. If you need to be focused throughout the time you spend working, but you don't focus well until the wee morning hours, then the entirety of the 9-5 time slot is going to throw you off and make you less productive.

By allowing yourself to get things done where you feel is best, you'll benefit yourself by enjoying the work a bit more, and also benefit your business by being more productive. It's all about personal preferences and wielding them effectively.

Engage in Digital Minimalism to Maximize Your Creativity and Focus



While technology and all of the gadgets we have today are certainly useful and can help you work more efficiently, they may also be dragging down your creativity and focus. Whether it be a ton of distractions on all your devices or the fact that you might be using them as a crutch, they can sometimes do more harm than good for your creative flow and ability to focus.

In these situations, it's best to put all of the tech down and just focus with the bare essentials. It's almost like a palate cleanser. While you spend hours and hours writing on Word

documents or drawing pictures in Photoshop, you can just as well get it done with a good old fashioned pen and paper.

It might not be as efficient, but it helps in ways that you might not anticipate. The best thing to do when attempting this is to separate yourself from as much technology as possible.

If you can go out to your backyard or to a park with just a pen and paper and get your work done, then that's great. If, for emergency reasons, you need to have your phone on you, that's fine - just make sure you're not using it to get distracted.

Otherwise, you shouldn't be listening to music or watching anything, and preferably it's somewhere outside where you can really absorb the sights and sounds of nature. When you don't have the distractions of technology, from constant alerts to easily accessible entertainment, you might find that you're able to be much more focused.

You're there with only your own work to do, and otherwise you have nothing to really focus on. If you're having trouble focusing, this might be a great way to get you back on track.

In terms of creativity, technology is very helpful, but it can start to become more of a crutch than a tool. If you know that you can always reference random guides online and draw inspiration from all kinds of other designs, then you may start to lose your creative edge.

By isolating yourself from all of that, you'll be able to use your own pure creativity to create something entirely unique, without the reliance on all kinds of other sources. You should always look at technology as a tool - a means to an end.

It's an amazing tool that you can and should take advantage of, but sooner or later, you're going to reach a point where you're becoming overly dependent on it, at which point you need to take a break and reassess.

Eliminate Multi-Tasking So You Can Fully Focus on Your Creative Endeavors



It's very easy to get distracted these days. In addition to the normal situation of people trying to get you to do different things, you also have the distraction of technology that allows you to focus on all kinds of things at the same time.

This can be a big problem for your creativity, and might end up being the reason that your creative projects are

taking longer. Multitasking is usually seen as a beneficial trait. In many work-related situations, it is.

Being able to focus and accomplish multiple tasks at the same time is commendable. However, when it comes to creative endeavors, you need a certain amount of dedicated time and focus to work on that task properly.

You've probably encountered times when you've gotten into a creative flow, where you're working well and you're quickly moving along with your work. This flow is key to quickly finishing good creative projects, because it's the time when you're working at max efficiency.

The only thing is, this flow requires focus on the project at hand *only*, and if you're getting distracted by other things, then you're not going to be able to maintain that flow. You may not even notice that you're multitasking when it happens.

You might see it as a normal part of your work day, where, while you're working on a project, you stop for a short bit to work on something else before quickly getting back to the project at hand.

It might also be a situation where you're doing something congruently with the project, such as making a phone call or reading some emails. Multitasking forces you to break your focus, even if just for a moment, and your mind has to quickly play catch up to get back to where you were.

It might not seem all that noticeable if you're used to doing it, but once you go without any distractions, you'll realize what an impact that has on you. Imagine it like you're watching a really good movie.

Going through the movie all in one sitting without any distractions is like cutting out multitasking. It goes fast, and is also the best way to do it. You can pause the movie and do other things in between scenes, or you can mess around on your phone while it's running, but that's going to cause you to lose focus and make the whole process take longer.

Don't Allow Your Creativity to Suffocate with Too Much Structure



For many people, having structure is very beneficial to their work. Having goals, milestones, and plans on how to achieve them is a great way to keep yourself on track and focused.

However, that doesn't mean that more structure is going to be equivalent to more or better results. In some cases, if you have too much structure, you might actually end up doing more harm than good to your creativity.

If you were to have every little detail of your work planned out and highly structured, down to when you're going to do what, where you're going to do it, and how it's going to get done, then you're really not leaving yourself with much wiggle room.

If you feel like doing a different part of your work on one of those days, but force yourself to follow the schedule and plan, then you're going to be unhappy with your work and probably end up creating something that isn't your best effort, because you didn't want to do it.

This type of rigidity is especially harmful to your creativity. If you're expected to come up with decent creative ideas on command, that's a pretty unrealistic outlook. Some of these ideas will have to come naturally, and you can't really predict when you're going to be feeling creative and when you're going to be feeling more work-oriented.

You need to have a bit more flexibility in your plans. Instead of planning day by day or hour by hour, you should instead have weekly goals to fulfill, so that depending on how you're feeling on various days throughout the week, you can accomplish everything you need to for that week without being overly dependent on a schedule.

Of course, if there's a case in which you're feeling a bit too loose, and you're unable to focus or you're struggling, you can tighten up your schedule as needed. But when it comes to your day-to-day life, you should have a bit more flexibility and freedom to approach your work as you see fit.

Tightening up your schedule is something that you can do if you really need to see more progress, just know that when you're in a more comfortable spot, you can let up again in order to regain a better sense of creativity. One of your goals should be that you're able to constantly maintain a flexible schedule, so work towards that goal diligently.

Don't Allow Your Work Days to Bleed Into Your Time Off



Many people have begun mixing their work and off time together, so that they're always thinking about or doing work throughout the entire day. They might take small breaks between work, and what ultimately ends up happening is that they don't get enough work done, but also don't end up relaxing that much.

Instead, you should separate the two, so that you have dedicated relaxation time and dedicated work time. It's necessary for your mental wellbeing to have ample time off to relax and unwind from strenuous work.

If you're working all day every day, with random bits of "relaxation" strewn throughout, you're going to be getting the worst experience of both parts. You won't have enough focus in your work, but you also won't have enough time to properly relax.

Work requires a certain amount of focus and effort if you're going to do your best and get it done efficiently. Many people essentially put their brain into "work mode," where they're only focused on work and nothing else.

During the times that you have dedicated to work, you're not distracted by anything else, and you can give 100% effort into getting your job done. Once you're done with work and you've worked hard, you can actually fully relax without having to worry about working again until the next day.

Just as work requires your full attention, relaxation requires you to have a clear mind. If you spend your entire relaxation time worrying about the work you haven't gotten done yet, you're not going to relax at all, but rather you'll just be distracted while getting more stressed out.

You should take the time you've set aside for relaxation and use it fully. Completely take work off of your mind and just enjoy whatever it is you're doing. You can be watching TV, chatting with friends, reading a book, or doing absolutely nothing.

Whatever it is, just make sure you're not letting work bleed into the time you have, otherwise you're not going to enjoy it very much. Some people can blend their work and enjoyment together, but this doesn't work for everyone.

If it truly works for you to do both around the same time, then you shouldn't stop doing that. If you're unsure, you should try to separate work and relaxation time as much as possible, because that may be what's going to work best for you.

A Leaky Attention Span Can Benefit You in the Long Run

If you have a short attention span, you've probably always considered it to be one of your drawbacks. It makes it difficult for you to focus and it makes working long shifts at work a real pain.

However, it does have its benefits, though they're mostly going to help you in the long run, not in the short term. A leaky attention span can help you come up with greater creative ideas over time, allowing you to return to them when you have the time to dedicate to it.

Those who are more easily distracted have been shown to be more creative in a number of studies. The problem is, you're likely not being paid to be creative all the time. You need to have time to be creative, but most of your time is likely spent doing physical work or work that's bringing ideas to life instead of making new ideas.

In those times, a short attention span can be detrimental, because it disrupts your focus while you're trying to actually create something that embodies the ideas you've come up with previously.

The workaround here is to have a system set up for quickly logging your ideas that pop into your mind so that you can return to them later, and spend time focusing on the task at hand in the present.

You could use something as simple as a little notepad with a pen. Anytime you're



working and get pulled off track by an idea, quickly jot it down and you can return to it later when you have time.

You'd be surprised at how much you continue to be distracted by ideas just because you don't want to forget them. Once you know they're written down and can be returned to later on, you can return to focusing on what you're doing.

It's beneficial to have all of these little ideas stored away, because at some point you might try to brainstorm something to work on, and you might not have anything coming to mind. Then, you can reference your notebook and use one of those little sparks of imagination to fuel a whole new project that you might've otherwise forgotten.

By keeping tabs on your overactive imagination like this, you retain all of those smaller sparks of creativity that can blossom into wonderful, big projects - while still working diligently to bring existing ideas to fruition.

Create a Workspace That Helps You with Creativity and Focus



The environment that you choose to work in can have a significant impact on your performance. The way your workspace looks and feels and how it's set up can completely change your ability to work well, both creatively and normally.

In order to get the most out of your work, you need to make your workspace as

comfortable and well designed as possible. For a great negative example of a workspace, look at the typical cubicle.

It's a copy-paste design that's easily manufactured and highly efficient to build, but is absolutely awful to work in. Plain, bland, neutral colors in an area that looks nearly identical to everyone else's, with very little in terms of customization.

This type of space will stifle your creativity for sure, and may not even be the best place to focus for some people. The first thing you'll want to do when creating your own workspace is think about the aesthetics and décor you select.

It may seem unimportant, but if you're going to be spending hours upon hours in this same place each day, you're going to want it to look nice. Get comfortable furniture for you to use.

So many office chairs are uncomfortable, so get yourself a nice, ergonomic chair that you can stand to sit in for hours at a time. Additionally, get yourself a top quality desk that fits your

space well and has everything you need, from drawer space to the right height to fit your personal build and preferences.

Don't shy away from putting up decorations. Don't just go for the typical office motivational posters, but put up stuff that you actually like the look of. Some people might put up some floral designs, while others might prefer a more old style wood design.

Whatever you choose, just make sure it's something that you like. Finally, you should stock it up with technology that you need and will use – items that make the place more comfortable to work in.

Get your computer and monitor set up, and maybe even a phone charging station. For creative designers, have a drawing tablet set up that you can work with. You can even include amenities like a mini fridge that might not be directly related to work, but still make the place nice (and convenient) to work in.

The idea is for you to create an atmosphere that you really don't mind spending time in, because if you hate your office space, you're definitely going to lose your focus and stifle your creativity.

Collaboration Can Be Distracting When Compared to Solo Creativity Sessions



Having people to work with on creative projects can be both a blessing and a curse. While it's true that others can provide you with additional insight and more inspiration than you originally had, it can also harm your creativity in two main ways.

First, it provides you with a crutch to get used to, and second, it muddles your original vision when you're constructing something masterfully. When it comes to using others as a crutch, this is a common occurrence if you work with people consistently.

If you're no longer used to working on your own, you can become overly reliant on others to bring their ideas to the table so that you can adapt and mold them into your own.

Without your own sense of raw creativity, when you start to work on your own, you're going to feel a little bit lost. What tends to be more common though, is other people's ideas intruding on your own, and muddling your vision of your work.

It might seem a bit pretentious to claim that you work best on your own, because you don't want other people's ideas interfering, but sometimes it's very true. If your vision isn't complete when other people start to comment on it, it can veer you off from your original completed concept that would've been better than what they steered it towards.

Commentary and suggestions are welcome after the fact in order to adapt your idea to better suit your needs, but that should come after the initial draft, so to speak. It'd be like if you were writing something, and someone behind your back started throwing out words while you were mid-sentence.

It's going to throw you off and make you either mess up, lose track, or go in a different direction. There are many different ways that your vision can become blurred from other people's input.

One very common one is through social media. Posting work-in-progress items online opens up a floodgate to the masses, allowing them to throw in whatever off hand comments and critiques they might have, which can really get in your head and make you second guess yourself.

Another common way this happens is in person. While you're working, people might walk by and make suggestions or criticisms, and while they may or may not mean well, it can still be very distracting and very frustrating to deal with.

Choose Your Tools Wisely So Your Focus Isn't Interrupted During Creativity Sessions



Technology and the tools we use to boost our productivity are usually discussed in tandem, and for good reason. Technological advancements have made productivity go through the roof, allowing people to communicate and work faster than ever before.

However, this is a double edged sword. Along with all of the productivity-focused advancement, there are also a ton of instant entertainment options available, which could throw you off.

Choose your tools wisely in order to better focus while you're working. For example, if you're a graphic designer, and you use a tablet to do your work, such as an iPad, you'll know that it's not just a device for drawing and designing.

Rather, it can instantly access movies, TV shows, social media, and more. If you're easily distracted, then you're left with a tool that can instantly allow you to distract yourself, if you so choose.

If you can instead do your design work with the simple pencil and paper, and later on transfer it to your photo editing program of choice by scanning it, then you won't be distracted during the creative design process.

The final touches of it can be done using technology, but all of the meat of it can be made without distractions with the bare essentials. Another example would be a writer using a laptop.

Sure, it has things like Word on it that you can use to work, but it of course has the internet, which can quickly suck you in if you're not careful to avoid distractions. In this case, writing out something long like a book or something would be a bit much to ask using paper and pen, but you could possibly have a separate work laptop, one that's disconnected from the internet so that you don't run the risk of getting distracted.

Sometimes it doesn't even need to be all of the outside distractions of technology. Even the programs themselves that you use for work can be distracting to some extent if you're interested in them enough.

For example, someone who is new to Photoshop might be quite intimidated when they open it up, and are presented with so many different options. You could spend hours upon hours going through all of the different options, settings, and tools in that program, but instead you need to focus on your work and be productive. If a program of that caliber is intimidating and distracting, try using a more basic one that you can use to focus.

Boost Your Focus and Unleash Your Creativity with Purposeful Meditation

You may have heard before that some people use meditation to increase their focus and to help them clear their minds. This is true, it does work well for a lot of people. However, if you're trying to do something specific with your focus or creativity, you probably won't benefit as much from a random generic meditation class.

Instead, you should find a method that works for you to help you boost those specific things that you need. Typically, meditation involves cutting out all distractions and completely clearing your mind.

You shouldn't be thinking about anything whatsoever during it, allowing your mind to go entirely blank. This helps people destress and relax, because they're not thinking about all the things they have to worry about.

However, while this is helpful for that, it might not be as conducive to helping you focus or figure out a project. You should instead try more purposeful meditation, where instead of having your mind go blank, you focus on one thing and one thing only.

By clearing your mind of all other distractions, except for the project at hand, you're going to be able to completely focus on that and come up with much better solutions. Ideally, this would be accomplished in a space where you're free of any noises, obnoxious sights, or people trying to get your attention.



There aren't many places that would fit this bill perfectly, so just work with what you've got. The most important thing should be to not have people interrupting you, so if you can get to a space like that, even if it does have errant sounds and sights, you should still be able to focus well.

You might end up finding that different things help you more or less while you're meditating. Try experimenting a little bit. You might not be able to focus in dead silence, so you might have some ambient nature sounds playing through some headphones.

You might want the lights up or down, and you might want to keep your eyes open or closed. It's different for everyone, so try a little bit of everything at first to see what helps.

The goal of purposeful meditation is for you to be able to direct all of your energy and thoughts toward one single goal, which ought to make the whole process more efficient. For most people, this is worth a try, but don't be upset if it doesn't work for you. A handful of people don't focus well under meditation conditions, so you might find it's simply not right for you.

Be Okay with Messy Creativity You Can Sort Out Later



You may have encountered situations where you're being creative and coming up with new ideas, but you spend a lot of time trying to make them more focused than they are. You might think that creativity and focus have to happen at the same time, but that's just not true.

In fact, not only can you reign in your ideas later, but it might be beneficial to you to only be creative

and not place so much emphasis on cleaning them up right away. When you're brainstorming new ideas, they're bound to come out a bit messy.

That's not a negative at that time - it's just natural. Creativity isn't meant to be focused and structured at first, but rather raw thoughts that need to be refined at a later time. If you're trying to do both at the same time, you might stifle your own creativity by not allowing it to breathe, constricting it with too many boundaries.

To get the most out of your creativity, you should just let it all flow out no matter how nonsensical it might seem at the time. Whatever comes to mind, just put it all out on paper so that later on you can sort through it and find what will work best and what maybe needs to be restructured.

Your brain will often either be in a creative state, or a focused state. Each one of these has their own benefits, but trying to do both at the same time can end up hurting both. Your focus won't allow your creativity to have enough wiggle room, while your creativity will cloud your focus.

Have dedicated time for each to fully develop your ideas. Let's say you're brainstorming ideas for a slogan for your company. The first thing you should do is let your creativity flow and come up with whatever you can think of, and write it all out.

This lets you cover as many possible ideas as you can, so that you don't leave a potentially good slogan out. Later on, you can then look back through all of the slogans you thought of, and sort through them.

You might see some that are good, but need to be changed a bit, some that are good as they are, and some that might just need to be ditched. There's no shame in tossing an idea out later, but you want to make sure you put it out there in case it seems like a good idea when the time comes to focus.

Be Okay with a Split Work Schedule

Sometimes you can get burnt out on your work pretty quickly during the day. If you're working for 8 straight hours, then by about hour 5 or 6, you're going to be feeling pretty worn down and ready to recharge.

Many people seem to stress getting all of your work done for the day in one block, but you really don't have to do that. In fact, it can be quite helpful for your focus and creativity to split up your work schedule as you'd like it.

Let's say you're working for 8 hours each day. During that time, you likely want to get as much done as possible, so you want to be working efficiently and competently. It's most definitely not impossible for you to work 8 hours straight.

Many people do that. However, not many people come out of 8 hours of straight work feeling happy or energetic - nor do they give it their all during the last couple of hours. What you should do is split that 8 hours of work into two halves, each only lasting 4 hours long.

By the end of each 4 hour shift, you might be a little bit tired, but definitely not as bad. You can take some time in between to nap, relax, and do whatever you want to do – such as tapping into the creative side of your brain before you get back to work.



At the end of the day, you'll have more energy, but you will have worked the same amount total. You just gave yourself some time to rest in between, but overall it's the same exact amount of work.

In fact, you might actually get more accomplished because you'll be reinvigorated in the second half of work after some time spent recharging. You can even split it into smaller chunks if you'd like.

You can do 4 sessions of two hours each, which isn't much at all. If you're taking good sized breaks in between, you're going to have a much needed rest at the start of each session, and be able to work as efficiently as possible during the time that you do work.

Some people might scoff at splitting up your work schedule, because it's not the traditional way of working. Keep those thoughts out of your mind, because it doesn't matter if the work is done all at once or not, as long as it all gets done throughout the day.

Be Available to Creative Moments That Refuse to Work with Your Schedule



Unless you're particularly lucky or skilled, creative ideas probably don't just happen on demand for you. In fact, in most cases, creativity will appear whenever it happens to, and you tend to have very little control over when it will occur.

While you can put yourself in a situation where you are able to be more creative, you aren't able to force it to appear at will. In many ways, creativity is like a toddler running around.

It can come up and interrupt you at any moment, even if you're in the middle of something important. You could be trying to focus on your normal work, trying to sleep, or in the middle of a call or meeting with someone very important.

In these cases, you have to treat it the same way you would a toddler. The first thing you should try to do is train yourself to reserve your creative thoughts for later. If your mind

wanders even a little while you're trying to focus, you can get flooded with all these different ideas that you can get lost in.

Hold all of that off until you have some time that you've either designated to be for creativity, or just when you have some time off to relax. However, also in the same way as a toddler, if it's something important that it has interrupted you with, you should take a second to address it.

Sometimes a creative idea will pop up that could be life changing for you, and in that case, you need to stop what you're doing and at least write it down quickly. Don't ignore your creativity outright if it's something that's a really good idea or something that you really want to work on.

If that's the case, try to come back to it later and continue expanding on it. You just can't let random intrusive thoughts take over your work. Focus can be extremely important while also being rather fragile.

The slightest wandering thought or break in your concentration can pull you way off track in some instances. While some people's focus isn't easily broken, yours might be one little distraction away from crumbling, allowing you to get fully enveloped in that distraction.

Keep these creative distractions out of your mind while you're trying to focus down and work, otherwise you're going to keep on letting your mind wander without getting any good work done.

Avoid the Temptation of Things You'd Rather Be Doing

Seldom do people actually enjoy doing work. It takes a lot of time out of your day that you'd rather be spending either relaxing or getting small things done around the house, and it's not always very fulfilling.

Obviously, you still have to get your work done - otherwise you won't be making money. In order to keep up with your work, especially when working from home, you have to avoid the temptation of doing other things.

When you're working for a large company in an office, it's not so hard to stay on track. There are people around you frequently, and if you're goofing off and watching Netflix during work hours, people are going to know.

However, while working from home, kicking back and relaxing instead of doing work is much easier. If you're working on your own computer, you're just a click away from watching some TV or movies, or a second away from pulling out your phone and checking social media.

For some, avoiding the temptation isn't too difficult. You might be able to just set it all aside and get all of your work done before you choose to relax, and if that's the case, that's great!

However, some people have a more difficult time resisting the urge to go and



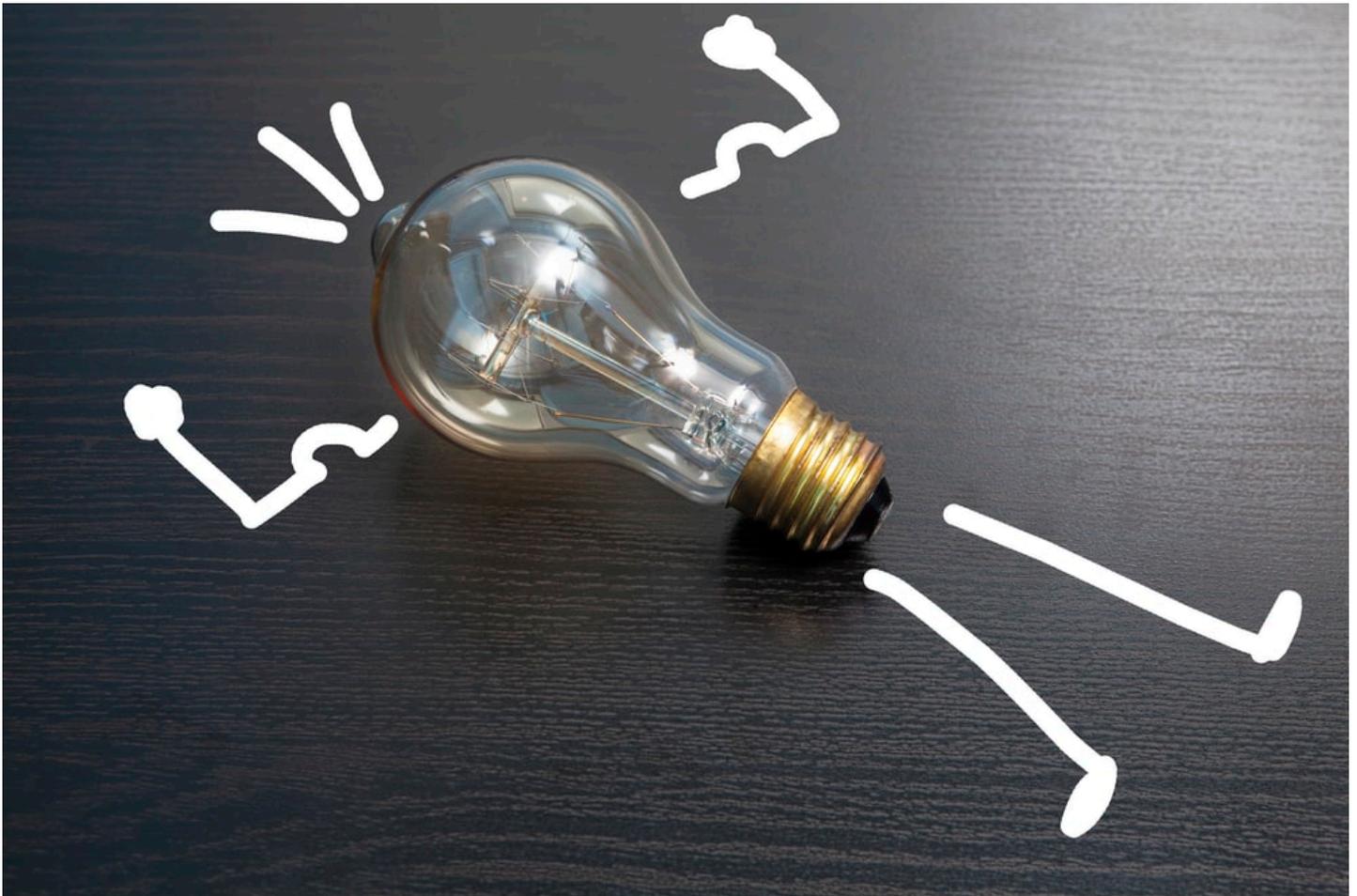
do something that they enjoy instead of doing somewhat tedious work. One trick for people like this is to use a sort of reward system.

For doing a certain amount of work, you can engage in a specific amount of down time. If you do an hour of work, you can watch an episode of your show. This isn't exactly a permanent solution, but it should instead be used to wean yourself off of these distractions so that you can really have a full work day to get as much done as possible.

Alternatively, if you'd like to easily cut yourself off completely, there are lockdown programs you can install that will block you from accessing certain websites, such as Netflix, during hours that you're supposed to be working.

This option essentially makes your computer only able to do work related things during the hours that you want it to, and even on certain days. It's understandably tempting to blow off work when nobody's around and you have the freedom to do so, but in order to grow your business and bring in a good amount of money, you need to fully commit to working hard and not get sucked in by random distractions.

Are You Overwhelmed with Ideas and Lacking Focus?



If you're a creative type, then you've likely encountered a situation where you have a ton of ideas and you keep thinking up new ones, only to eventually get overwhelmed by the sheer volume of them to the degree that you never put any of them into practice.

This isn't uncommon at all. Many people who let their creativity run unchecked can get overwhelmed when it's time to sit down and focus. One of the solutions you can try is only allowing yourself a certain amount of time to just be wholly creative.

When your time's up, you should break for a bit before looking over your ideas with focus and intent, and select one of those ideas to actually develop and work on. You can go back to your other ideas later on, but for the time being, pick one and work with it to completion.

This allows you to actually make some progress and have something that's tangible, instead of just having a collection of ideas. Ideas are certainly valuable, but if they're never implemented and brought to fruition, they become worthless.

Even if the idea you choose doesn't end up working out, at least you're getting some practical application out of it, so that you're not spending all your time just being creative.

The human mind often gets dazed and confused when being presented with too many options. It's like when you can't decide what you want at a restaurant, when you're looking at a really long menu with so many choices.

You can easily evaluate and pick among ten or so items, but when you're dealing with 30 or 40, you'll start to quickly lose focus and not be able to make a good choice. It's important that whatever idea you select to work on, it should be seen through to completion if possible.

If you just work on it a little bit and leave it unfinished, then it's no better than never starting to begin with. The whole point of focusing on one of your ideas is the actually have something to show for it in the end.

If you have a half-completed project to show, then you really don't have much at all. Don't worry that doing this will stifle your creativity. You'll be able to get back to creativity as soon as you finish the project you're working on. In fact, the break from brainstorming is like cleansing your palate – you may even come up with better ideas after a longer break filled with work.

Allow Yourself the Right Kinds of Distractions



Part of being creative is being somewhat distracted by the world around you, because it allows you to draw a great amount of inspiration that you can channel into your work. The problem is, when people think about being distracted, they think about the wrong kinds of distractions.

Instead of being distracted by things that can help you be more creative, you might be getting distracted by things that can make you completely unfocused and uncreative. One of the most common types of sabotaging distractions is social media.

Most social media apps and websites have been designed quite cleverly to keep you scrolling and scrolling for hours on end. Never-ending timelines and feeds can have you hooked for far longer than you may realize, and they seldom contribute to your creativity.

In fact, even if you're only following things related to what you're being creative with, you're still not going to be coming up with many of your own ideas, and instead might end up accidentally ripping off something or someone else.

Another major distraction for people is video streaming services. There are so many popular ones out there, from Netflix and Hulu to YouTube or Twitch. All of these can easily suck you in, just like social media, and you're still going to be uncreative during the entire process.

The reason these distractions aren't very helpful is a simple one. The whole point of being unfocused to boost your creativity is that it helps broaden your vision, and instead of being hyper-focused on one little thing, you're more open to the world around you.

With things like social media and online streaming, you're still very focused, just on something unrelated. Being distracted and being unfocused are not entirely the same thing.

Being unfocused is like going for a walk in the park with nothing in particular on your mind. You're able to absorb all the little things around you, whether you notice it or not, and your mind isn't crowded by something else.

This allows you to gather more inspiration to fuel your creativity. Even if you're unfocused, you can still have creativity at the forefront of your mind, so you can at least try to pick up on things that can help you be more creative.

Distractions, on the other hand, just give you something else to focus on. If you're really invested in a show and you're watching it closely, you're going to be heavily immersed in what's going on. That doesn't leave much room for your mind to wander or for you to be creative.