TRIO
Student Support Services
CONCENTRATION WORKSHOP
What is Concentration?

- The ability to work without letting people, feelings, or activities interfere
- Not an innate or inborn ability
- Must be learned and developed like any other skill
- Will enable you to get more done
Concentration Distractions

Type I

External Distractions

- PEOPLE
- FAMILY
- FRIENDS
- CO-WORKERS

- NOISES
- TELEVISION
- RADIO
- TELEPHONE

- ETC.
- COMFORTABLE CHAIRS
- FOOD
Concentration Distractions
Internal Distractions

Type II

- HUNGER
  - FATIGUE
    - DAY-DREAMING
  - BOREDOM
    - DISLIKE
    - DISINTEREST
  - PERSONAL WORRIES
  - INTIMIDATING STUDY TASK
How to Develop Concentration

Use the H.I.E. Method

- H = Habit
- I = Increase
- E = Establish
Developing Your Concentration

Establish It!

- Become aware of external and internal distractions

- Control or separate yourself from the distractions
Developing Your Concentration

Increase It!

- **Plan:** be prepared to attend to the task at hand
- **Ask:** how interested you are in doing what you’re doing
- **Determine:** reasons for developing an interest
- **Identify:** what it means to you or how you could use it in your life
Developing Your Concentration

Habit – Make it one!

- Establish a regular place and start time to do your work.

*I never could have done what I have done without the habits of punctuality, order, and diligence, without determination to concentrate myself on one subject at a time*—*Charles Dickens*
To Develop Better Concentration While Studying

- Create a Study Environment
- Learn to Study
- Divide Work into Sub-Goals
- Learn how to Study and Concentrate
To Develop Better Concentration While Studying

Create a Study Environment:

1. Find and keep a specific study place
2. Place all your study supplies nearby
3. Control noise level and visual environment
4. Avoid relaxing while working - create a work atmosphere
Create a Study Environment

Make sure the study area has:

1. Good lighting
2. Ventilation
3. A comfortable chair
4. Enough area to spread out your materials
When to Study

- During the day and early evening
- When fewest competing activities are in progress
- When adequate rest periods are provided
- Don’t study when fatigue or lack of attention occurs
Divide Work into Sub-goals

- Set a reachable study goal within your study time before you begin.
  - Ex: Finish reading 3 sections of chapter seven in Psychology
  - Ex: Write the rough draft of the introduction to my English Paper

- To avoid failure and discouragement, don’t set vague and large goals.
  - Ex: “I’m going to spend all day Saturday studying.”
How to Concentrate and Study

- Start with short study periods
- Slowly build to longer periods (only as fast as you maintain concentration)
Concentration a Step-by-Step Process

Avoid Daydreaming By:

1. Jotting down extraneous thoughts that cross your mind
2. Mark x in your textbox each time you catch yourself daydreaming
3. Recall important points
4. Turn away from your book and continue to daydream—read again when you are ready
Exercise Your Right to Concentrate

- Ask yourself questions about the material as you study it
- Don’t daydream and study at the same time
- Take a break

1.2.3.4 … Let’s get down with this thing called concentration. We can do it!
How to Concentrate and Play

Plan breaks according to your concentration span.

When words become unclear, I shall focus with photographs, when images become inadequate, I shall be content with silence—Ansel Adams
Thanks for reviewing this TRIO Concentration Workshop

Please complete the questionnaire that follows this slide.

Upon completing this online workshop, contact Ms. Tolbert at 843.470.5947 or at ptolbert@tcl.edu to schedule an appointment to review the workshop and the questions on the following slides. Bring your answers with you.

I enjoy serving you. I hope you enjoyed participating with me in this SSS workshop activity. See you soon!
1. True or False: Concentration is innate.
2. Concentration is the ability to work without letting: a) People interfere; b) Feelings interfere; c) Clothing interfere; d) A and B; e) None of the Above
3. What is the HIE Method?
4. Name the two types of distraction.
5. Which of the following is not an internal distraction: a) Hunger; b) Fatigue; c) Crying
6. Which of the following is not an external distraction: a) Food; b) Radio; c) Computer
7. True or False: Creating a study environment is not a way to concentrate better while studying
8. Describe the study environment mentioned in this workshop presentation
9. True or False: Don’t study when you have the fewest competing activities in progress.
10. Circle the one that is NOT correct. Set Goals a) before you study; b) when you study; c) that are vague; d) that are not large
More Questions? WOW!

1. Give an example of a reachable study goal for one of your classes.

2. True or False: When distractions are present join in them.

3. True or False: Use the clock to plan your length of study periods.

4. Name two ways to avoid daydreaming.

5. Give an example of something that you can do during your study breaks.

CONTACT MS. TOLBERT (B-2, R-248, phone # and email on slide 18) TO SCHEDULE YOUR APPOINTMENT FOR REVIEW.

THANK YOU FOR PARTICIPATING!