

## CONCENTRATION

Concentration is the ability to divert attention to the desired direction. Everyone has the ability to focus on a subject for a while. The duration varies from person to person and subject to subject. It can be improved eventually. However, it is not infinite. It requires practice. The main reasons of losing concentration are boredom, anxiety and daydreaming.

### To concentrate better

1. When you realize that you are daydreaming STOP! And concentrate again. Do not spend time by thinking about what and why you were thinking. Just stop and go back where you were.
2. Imagine that you are wearing "at gözlüğü" and deal with one thing at a time. Ignore the existence of other things. If you wander away, stop and go back to the same point again. You may try this exercise while you are in class as well as you may try it at social environments by focusing on one person.
3. Give 15-minutes special periods to your anxieties. Once or several times a day, let your anxieties free at certain times that you previously decide on. Think about them deeply. Note down if you have something you should do. When your time is up, do something that you will enjoy. If you become anxious during the day, postpone your anxiety to the next "ANXIETY TIME". If necessary, note it down before postponing so that you will remember.
4. In between your study hours, do SOMETHING ELSE. Spend time by dealing with mental and especially physical activities that you like.
5. As you increase your study hours, as you reach your goals REWARD yourself.
6. Be ACTIVE while you are in class, studying, and/or learning. Ask yourself questions, make graphs and summaries. Do not listen or read passively and expect to keep them in your mind.
7. Pay attention to at WHICH HOURS of the day you can study more efficiently. Try to study harder courses at those hours.
8. Do not consume too much caffeine.
9. You may have your own unique efficient methods of studying. Observe and discover them. The most effective method is one's own method.

### Attention Deficit Disorder

Attention deficit disorder is being frequently addressed and discussed nowadays. People with a diagnosis of Attention Deficit Disorder are careless to an extent that they experience serious problems about accomplishing daily requirements, working, or continuing their education. They are always in trouble with home, school or law. Doing very simple things seems too complex to them. **To say that a person has Attention Deficit Disorder, s/he definitely must be diagnosed as such by a professional.** Attention Deficit Disorder always starts before age 7, but is usually diagnosed at older ages. People with Attention Deficit Disorder,

- They behave carelessly for more than 6 months to an extent that will complicate their lives and is inappropriate to their developmental process,
- They are unable to attend details. They do very simple mistakes in school, at work or at other activities.
- External factors easily distract them.
- For more than 6 months, they are hyperactive-impulsive to an extent that will complicate their lives and is inappropriate to their developmental process (hyperactivity is not present at all attention deficit disorders)
- They constantly move, and act such that they have an uncontrollable energy.
- They talk very much, they are agitated and they feel disturbed when they are not allowed to behave this way.

**Very Important!**The criteria above are not enough to make a diagnosis. Attention Deficit Disorder should be diagnosed by a professional.

**Suggestions** Some suggestions that might help someone with Attention Deficit Disorder...

1. First, contact a doctor, psychiatrist or psychologist and be diagnosed.
2. Get information about it. Read books, search the internet.
3. Tell this to your family and teachers.
4. Make daily/weekly programs.
5. Do the hardest things at the most efficient time of the day for you.
6. Give yourself small breaks during your work.
7. Set some goals. Divide your big goals into small pieces.
8. Make a distinction between your long-term and short-term goals.
9. When you reach a goal, reward yourself.

10. Have a daily routine. Routine helps very much to people with Attention Deficit Disorder. Know when you will do what.
11. Attend to activities that will increase your confidence. Activities that you enjoy and be successful at increase your confidence.
12. Try to think positive. Avoid overcriticizing yourself. Be the best supporter of yourself.

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**For More Information**

Psychological Counselling Department

(The services are available only to the students and staff of Ýstanbul Bilgi University.)

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