

## Step 9: working in a concentrated manner, taking breaks

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Only when you work in a concentrated manner can you learn. If you sit at your table, unfocused and your thoughts are elsewhere, you only waste your time, and then you must do your work later!

In order to help you concentrate, here are a few tips:

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### **Looking forward to work and have your work under control**

The work plan which you establish each day will help you for this purpose. If you consider carefully what you have to do today and have it arranged in sequence, everything becomes much more manageable. Remember: begin with something easy or with something that is fun!

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### **No distractions**

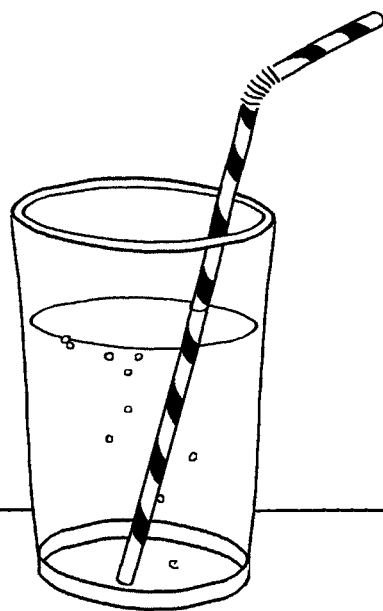
Things that can distract you, for example, are an untidy workspace, noise, music, television or other people. See step 3 and 4!

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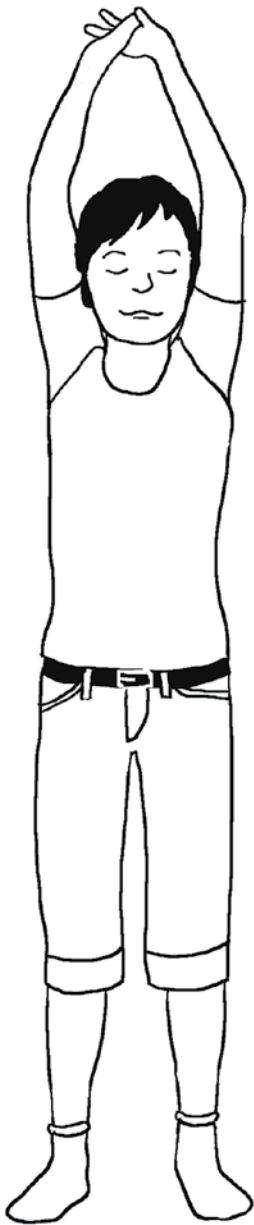
### **Take a break every 15–20 minutes**

Take a break every 15–20 minutes, if at all possible between two assignments, of 2–5 minutes (not longer!). During this break you can, for example, stand up, stretch, open the window to get some fresh air or drink some water.

If you have to work for more than an hour, then take a break of 10–15 minutes after an hour. Drink something, move about, or listen to a piece of music!



## Short concentration and relaxation exercises



- Close your eyes for a minute and concentrate only on your breathing.

- Inhale DEEPLY and exhale FORCEFULLY five times!

- Try to concentrate for two minutes entirely on the second hand of your watch. Wipe away immediately any other thought.

- With your finger, draw a figure eight on the table and keep drawing it for a minute.

- With your fingertips, massage your head (forehead, temples, hairline).

- Expand and stretch; continue with relaxation exercise #3 from step 8!

### Variety in what you learn

Try out all the relaxation and concentration exercises today. Consider which ones are most helpful when you want to relax and then concentrate well! You can also expand the list with additional exercises.

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### Exercise 9

Try out all the relaxation and concentration exercises today. Consider which ones are most helpful when you want to relax and then concentrate well! You can also expand the list with additional exercises.