



## **UNIT 6**

**Element 5 – Learning Outcome 3**

**TRANSCRIPT:**

**IMPLEMENT STRATEGIES FOR TRAINING  
AND ENHANCING CONCENTRATION – PART 1**



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## **1 Slides**

### **1 Slide 1**

LiveTextAccess. Training for real-time intralingual subtitles.

### **2 Slide 2**

Unit 6. Velotyping. Element 5. Factors for high performance.

### **3 Slide 3**

This video lecture explains implementing strategies for training and enhancing concentration.

### **4 Slide 4**

On completion of this training sequence, you will be able to implement strategies for training and enhancing concentration:

- Concentration at work
- Breathing exercises

### **5 Slide 5**

This is the agenda. We will first look at concentration at work. Followed by breathing exercises. In the end we will give a summary.

### **6 Slide 6**

Concentration at work.

### **7 Slide 7**

Concentration is the act of focusing one's attention. When you concentrate, you focus your mental effort on one subject, thought or object. While doing so, you exclude any unrelated feelings, thoughts, ideas or sensations. Learning how to concentrate at work is essential for succeeding in your career.

## 8 Slide 8

Because concentration is the ability to apply your undivided attention to any single task, subject, thought or object, the ability to maintain concentration will enable you to perform any work-related task or responsibility more successfully. You will be able to reach a decision or solution more quickly and accomplish tasks effectively and efficiently. Some other benefits of the ability to concentrate at work are:

- You are faster. You can complete tasks more quickly and with greater creativity, increasing your overall productivity.
- Produce higher quality work. You can complete tasks with fewer mistakes and come up with more creative ideas.
- Less stress. Eliminating distractions from your work means you reduce the likelihood of falling behind and thereby have less stress in your day. You're also able to better see which responsibilities should be delegated or outsourced rather than taking it all on yourself.
- Your subconscious mind helps you operate efficiently. If you are fully focused, your subconscious mind is working in the background, helping you perform the tasks more quickly and with greater efficiency.

These benefits generally lead to an overall improved performance at work, which can lead to greater career opportunities and advancement as well as potential raises.

## 9 Slide 9

Regular exercise strengthens the body, but the mind also benefits from purposeful mental exercise that improves memory and concentration. Here are several steps to take:

**Meditate.**

Meditation is beneficial for many reasons. It reduces stress, helps you feel calm and can boost your attention span. Research even shows it increases grey matter in the brain, which benefits your memory and cognition.

**Exercise.**

Exercise helps boost your brain's ability to ignore distractions. Maintaining your weight is also a great way to keep your memory in top condition.

Develop willpower.

To better hone your willpower, focus on one goal at a time. Be specific and clear about your goals and commit to them. Some of the previous tips naturally help strengthen willpower, such as meditation or setting a timer so you are only focused on a single task. The more you can develop your willpower and resist temptation, the more focused you will likely be.

Work on memorization.

Memorization is not only great for retaining information, but it also exercises your memory muscles. Memorization can lead to increased vocabulary and improved writing. It can also help you stay focused on important tasks because you are used to working out your brain. Aim to memorize a poem, quote, verse or piece of trivia each week to help train your brain.

Read more.

Even though access to reading material has increased exponentially with the rise of the digital age, the amount of time most people spend reading said material has not. More so, online scrolling habits tend to make people less engaged with written content.

Be more attentive.

Practicing attentive listening is an essential interpersonal skill you will need in the workplace. Start being more attentive in the conversations you have with loved ones and co-workers. For instance, you could make it a point not to check your phone while you're eating lunch with a colleague. Active listening involves listening with all the senses. You should use both verbal and nonverbal cues to convey your attentiveness to the speaker, including nodding your head, agreeing and maintaining eye contact.

## **10 Slide 10**

Work when you are most productive.

People do their best work when they are alert, so it is important to identify your most productive periods. This may mean you are more productive right after lunch as opposed to a co-worker who always seems to finish their work early in the morning.

Know when to recharge.

Productive workers know when to step back and leave an important task for another day. Try to avoid working overtime and only check company emails during work hours. Those who work from home may want to take a 20-minute nap in the afternoon to recharge. Even quick 30-second breaks throughout the day can help you regain focus and look at a task with refreshed concentration.

Declutter your surroundings.

Set aside some time to declutter and organize your files and mail every day so your workspace is less distracting. If you have allowed paperwork to pile up, for instance, file the documents in a stacked tray or drawer until you are ready to work on them. This keeps your desk free from clutter so you can focus on the task at hand. Having personal effects on your desk is okay, but avoid displaying too many photos or collectibles. Ideally, you should declutter at the end of the workday so you can come in the next morning without feeling stressed or distracted.

Choose sound or silence.

Some people work better in a completely quiet environment. Others cannot concentrate without background music. Learn whether silence or sound boosts your concentration and figure out how to implement it at work. For example, you might need a pair of noise-cancelling headphones if you prefer silence but you work in an open office. If you work better with music, choose music you enjoy that does not feature distracting lyrics.

Set the ideal temperature.

Feeling too hot or too cold can reduce your ability to concentrate. While you cannot control your company's preset thermostat, you can keep a light sweater or desk fan on hand. In offices where the preset temperature is an issue for many employees, speak with your manager about setting a temperature that is most comfortable and conducive to productivity.

Eliminate distractions.

Distractions impact work in many ways, and yet it is difficult to fully eliminate them. Checking your email, text messages, social media or favourite websites during the workday takes away from the time you could be spending completing a task. The key is to identify common distractions and eliminate them.

## **11 Slide 11**

Breathing exercises

## **12 Slide 12**

Belly breathing

Sit or lie flat in a comfortable position.

Put one hand on your belly just below your ribs, the other on your chest.

Take a deep breath in through your nose, and let your belly push your hand out. Your chest should not move.

Breathe out through pursed lips as if you were whistling. Feel the hand on your belly go in, and use it to push all the air out.

## **13 Slide 13**

Advanced breathing exercises

Put one hand on your belly and the other on your chest.

Take a deep, slow breath from your belly, and silently count to 4.

Hold your breath, and silently count from 1 to 7.

Breathe out completely as you silently count from 1 to 8. By the time, try to get all the air out of your lungs.

Repeat 3 to 7 times or until you feel calm.

## **14 Slide 14**

The summary.

## **15 Slide 15**

In this PowerPoint we gave tips on how to improve concentration at the work place.

Besides that we provided advice to improve concentration and gave exercises for breathing.

## 16 Voiceover

LTA - LiveTextAccess. Universitat Autònoma de Barcelona. SDI - Internationale Hochschule. Scuola Superiore per Mediatori Linguistici. ZDFDigital. The European Federation of Hard of Hearing People - EFHOH. VELOTYPE. SUB-TI ACCESS. European Certification and Qualification Association - ECQA. Co-funded by the Erasmus+ Programme of the European Union.

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