Multitasking is a myth. The brain cannot concentrate on doing more than one thing at once. Trying to multitask makes us less productive and makes us feel overwhelmed and less in control. This is a simple mindfulness exercise, to help train your brain to focus on one thing at a time. Practice this at any time you are feeling overwhelmed or before you get out of bed each morning.

Follow these simple steps:

1. Decide on one thing to focus on - the breath, a positive word or a short mantra.
2. Set a timer for between 2 and 10 minutes. Start with a short time and build up with practice.
3. Get comfortable and close your eyes. Slow your breathing down until you feel centred and calm.
4. Bring your attention to whatever you decided to focus on; for the breath, observe how your breath moves in and out of your body, for a word or mantra, repeat in your mind and think about how it sounds and feels.
5. When you notice that your attention has drifted elsewhere, simply let the thought go and calmly come back to your focus and start again.
6. When the timer stops, observe how you feel without judgement and open your eyes.
7. Take a moment to think about other activities you do each day where you can apply this same exercise.

Note: Losing focus is not a failure, it is natural and a part of the exercise. Regular practice teaches the brain to stay focused on one thing for longer and longer.

If it feels right, note down how this exercise made you feel in a journal and keep a record over a few weeks. This will help you notice how much you are improving.