

## Important

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# Learning to focus – tapping

OANA RATIU

## Practice time, on average:

8-10 min

## In which cases, how often and to whom I recommend this practice:

If you have many tasks, or you are caught in a variety of actions simultaneously and somehow you never seem to get to the end of them, this practice will help you build your focus. It is helpful to learn how to truly focus, because if you get in the habit of dealing with one task at a time, you will finish your task in a shorter period of time, also your effectiveness and satisfaction will increase.

## USEFUL TIP

On the next page you can find a picture with the tapping points. On the link below, you can find more useful information about EFT

<https://www.oanaratiu.com/eft-tapping-info.pdf>

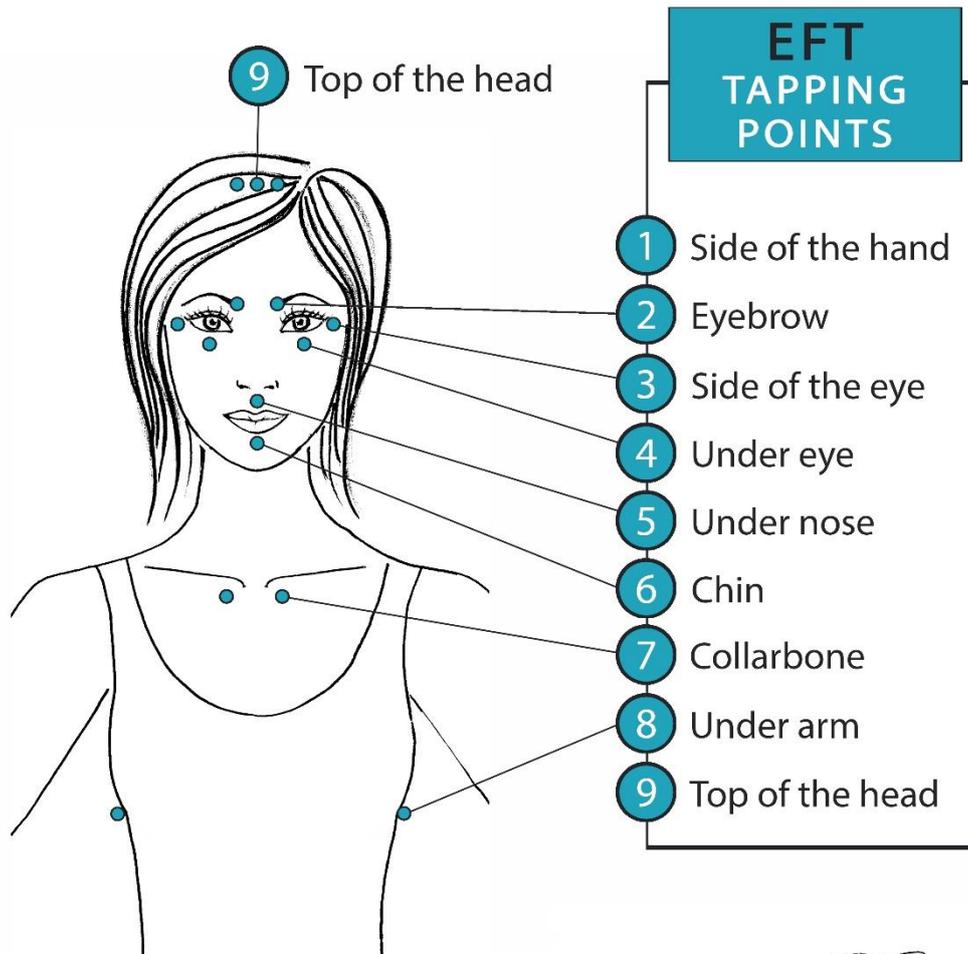
## HOW TO START

Find a place and time when you can do the next practice undisturbed. Sit down comfortably, take three slow, deep breaths and imagine that for few minutes you let go of all your worries, thoughts and to do's

### NOTE:

The following tapping text starts from a negative state and moves toward the positive. At the beginning of the exercise, we tapp on thoughts about the truth, about how we feel right now, so we recognize the existence of negative feelings.

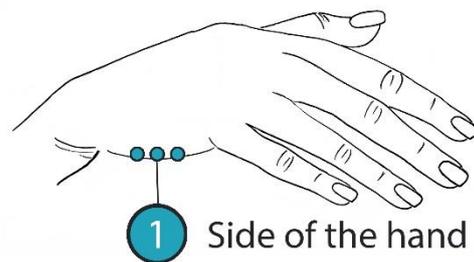
Tapping does not make the negative feelings, thoughts stronger, but weakens and releases them, thus reducing stress and making space for positive thoughts, feelings, and solutions.



**EFT = the Emotional Freedom Technique = Tapping**

EFT is a stress-relieving, self-healing and personal development method. When using EFT we gently and rhythmically touch the tapping points on the face, upper body, and hands (= meridian endpoints) using the fingertips.

While tapping, we say (outloud or silently) the words or phrases that are most relevant to our particular problem or challenge. It's a method that can be used anytime, it does not require pre-training or tools.



## Tapp on the side of your hand and say out loud or silently

(use any hand you wish, you can also switch hands while you tapp)

Even though, I am so used to doing more things at the same time and I can hardly imagine to only focus on just one thing at a time, I still love and accept myself. *(Take a deep breath!)*

Even though, there are so many things happening at once, it is almost impossible to pay attention to only one thing at a time, I love and accept myself as I am now. *(Take a deep breath!)*

Even though, right now I still feel it is impossible to concentrate on just one thing at a time, when so much is going on and there are so many expectations around me, I still love and accept myself. *(Take a deep breath!)*

## Tapp on the points:

Eyebrow:	My to do list is so long, I have no idea where to start
Side of the eye:	My mind is all over the place
Under eye:	I feel like I'm in 100 places all at the same time
Under nose:	I have to meet so many expectations
Chin:	The endless task list is so pressuring
Collarbone:	It is just impossible to concentrate on one thing at a time
Under arm:	Not when I have so many things to do
Top of the head:	What happens with all the other things on my list? Who will take care of those? I'll never be done with this list
Eyebrow:	I am getting tense, even at the thought
Side of the eye:	I look at the list of things to do, and I feel the pressure
Under eye:	I already feel like a tense ball, and I haven't touched anything yet
Under nose:	I feel this tension in my throat and, in my stomach
Chin:	What if I took a deep breath? <i>(Take a slow deep breath, and continue tapping)</i>
Collarbone:	What if I made a priority list?
Under arm:	Because I realized by now, that when I try multitasking, chances are that I am going to make some mistakes.
Top of head:	That's what I'll do. I'll write a priority list that will help me stay on track

*Take a slow, deep breath and continue tapping!*

Eyebrow:	This list will help me to get a better overview of my day, and my tasks and this is something I really need
Side of the eye:	Even though my mind is still on overdrive
Under eye:	I am aware that it's its job to keep going and going
Under nose:	That's how it feels like it's doing the job it needs to do, and that's ok
Chin:	I love my mind, it supports me in so many ways
Collarbone:	Maybe I could just tame it a little
Under arm:	And it might even become my best friend
Top of the head:	I want my mind to become my best friend
Eyebrow:	By working together and being in sync with my mind, I can achieve so much more
Side of the eye:	It may well be, that even my mind enjoys it when I am in the present moment.
Under eye:	I can teach my mind to be in the present moment
Under nose:	I know that what I need now is to focus on one thing at a time
Chin:	If I think about it, I am doing it right now already
Collarbone:	My mind and I are focusing on this tapping practice now
Under arm:	I actually experience everything more intensely this way
Top of head:	When I focus on what I'm doing right now, that is when I am in present moment

*Take a slow, deep breath and continue tapping!*

Eyebrow:	I can be focused
Side of the eye:	It's easy for me to focus
Under eye:	I can ignore all the other disturbing things happening around me, when I choose to
Under nose:	And this doesn't mean that I forget something important
Chin:	But what I am doing right now has priority over the rest
Collarbone:	I have my list, that helps me keep track of everything
Under arm:	When I finish what I am doing now, I will turn my focus on the next thing
Top of the head:	Having my list, I will always be reminded of my to-do's. I understand and appreciate its importance now
Eyebrow:	I am safe
Side of the eye:	I remember everything I need to do
Under eye:	Nothing will be lost
Under nose:	I give myself permission to only focus on the task before me

Chin: And this is a good thing to do  
Collarbone: It is safe for me to do this  
Under arm: I can be more productive  
Top of head: And I see that this can be easy to do

*Take a slow, deep breath and continue tapping!*

Eyebrow: I let go of everything else with calm  
Side of the eye: If my mind wonders of, and goes back into thinking about many other things at the same time  
Under eye: I give myself permission to be gentle and patient with it and with myself  
Under nose: I can easily bring my attention back to what I am doing now  
Chin: I teach my mind with ease and love  
Collarbone: I let go of all other thoughts that are not related to the task at hand  
Under arm: This gets easier and easier to do every day  
Top of the head: I like this easy way of learning to focus

Eyebrow: I'm sure I'll notice very soon all the benefits that focusing brings me  
Side of the eye: I am allowing myself to keep my focus gently and easily  
Under eye: It's ok to focus on one thing at a time  
Under nose: I will be more productive  
Chin: This is getting easier and easier to do  
Collarbone: I enjoy being able to focus  
Under arm: It's so wonderful to be in the present moment, body and soul  
Top of head: This feels amazing

*Take a slow, deep breath and continue tapping!*

Eyebrow: Others are noticing this change in me as well  
Side of the eye: Both in my work and private life  
Under eye: Whatever I do, I pay attention to that one thing  
Under nose: And it only depends on me  
Chin: Quality time is more valuable than anything else  
Collarbone: I choose to gift myself this value in every aspect of my life  
Under arm: I deserve undivided attention  
Top of the head: I experience complete focus in every area of my life, and I enjoy it

*Take a slow, deep breath!*

**Now that you have your priority list, when you are facing some important task, I recommend that you do this tapping sequence again. In addition, you can tapp as many rounds as you like, or add any methods that help your focus.**

\*\*\* Additional practice: *Morning Tapping – Ahead of a busy, stressful day*, that you can download from the following link [https://www.oanaratiu.com/6\\_ratiu-morning-55ku1wy34uu.pdf](https://www.oanaratiu.com/6_ratiu-morning-55ku1wy34uu.pdf)

Thank you for trying out this practice, I appreciate your feedback on how it supported you. Write me at: [info@oanaratiu.com](mailto:info@oanaratiu.com)

You can find more downloadable practices here: <https://www.oanaratiu.com/gift/>

Good Luck and have a wonderful day,

Love,  
Oana

*You can find this practice on <https://oanaratiu.com> as part of the Quantity vs Quality article, <https://www.oanaratiu.com/blog/quantity-vs-quality>*