



## 注意力策略

### 幫助您集中精神

本印刷資料講解了 4 種類型的注意力。另外，本資料還提供了相關策略。在您的注意力受損時，這些策略可協助您集中精神。

### 什麼是注意力？

注意力是指精神集中於某個想法或活動以及在做這件事情時保持其不中斷的能力。注意力是一種複雜的活動。透過它，我們可以與他人相互交流、完成日常工作、學習新資訊並對其加以回顧。

注意力可能會受到不同程度的損害。並且，有幾種不同類型的會受影響的注意力。

### 注意力種類

- **持續性注意力：**精神長時間集中於某件事情的能力，如觀看一部電影或閱讀一本書籍。
- **選擇性注意力：**在有其他分心之事時，精神仍能集中於某件事情的能力。例如，某人在身邊有其他人講電話的情況下仍能看書。
- **轉移性注意力：**將您的注意力從一個任務轉移至另一個任務，並在中斷之後將注意力重新轉回到先前任務的能力。例如，當您正在付帳時，電話鈴聲響起 – 您先接電話，然後將注意力轉回，接著付帳。
- **分配性注意力：**精神同時集中於兩項或兩項以上活動的能力。例如，當你開車時與乘客交談。

### 如何幫助改善你的注意力

- 減少您周圍環境中的分心之事：
  - 關閉電視或收音機。
  - 如果另一個房間中有聲響或活動，關閉房門。
  - 關掉電話鈴聲。
  - 當您正設法集中注意力時，前往一個更安靜的地方或者要求他人離開您所在房間。



幫助改善注意力的一種方法是關上電視機和收音機

- 調節燈光，以使之適應您的需求。
- 一次只做一個專案：
  - 收拾雜亂之物。
  - 爲自己保持一個乾淨的工作空間。
- 將例行事務納入您的日程表中，如起床、吃早餐和服藥等晨間例行事務。
- 適時休息：
  - 安排固定的休息時間。
  - 在您開始犯錯誤或者感到沮喪時，停下手中的事情，稍加休息。
  - 休息可包括小睡、運動、聽音樂或閉目養神。
- 將艱難的任務安排在您一天之中的「最佳」時刻，因為這時候您的頭腦最敏銳。
- 告訴您自己，精神要「集中」。
- 開始時，工作時間不要太長，然後隨著你的耐力增強來增加你的工作時間。
- 必須清楚疲勞和疼痛會有什麼影響。當疲勞或疼痛時，會影響集中注意力的能力。
- 注意您所服用之藥物的效力。因為某些藥物可能影響您集中注意力的能力。
- 當您聆聽他人的心聲或談話時，保持良好的眼神交流。
- 在集體活動中，保持每次只由一人對正在講話的人提問。

## 有疑問嗎？

您的問題非常重要。如果您存有任何疑問，請聯絡您的言語病理學醫師：

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## Attention Strategies

### *Helping you focus*

*This handout explains the 4 types of attention. It also gives strategies to help you focus when your attention is impaired.*

### **What is attention?**

Attention is your ability to focus on an idea or activity and to manage interruptions while you are doing this. Attention is a complex activity that allows you to interact with others, complete daily tasks, and learn and recall new information.

Attention may be impaired to varying degrees. And, there are different types of attention that can be affected.

### **Types of Attention**

- **Sustained attention:** the ability to focus on one thing for an extended amount of time, such as watching a movie or reading a book.
- **Selective attention:** the ability to focus on one thing when there are other distractions. An example is reading while someone else is talking on the phone.
- **Shifting attention:** the ability to shift your attention from one task to another and return your attention to a task after an interruption. An example is when the phone rings while you are paying bills – you answer it and then return to your bills.
- **Divided attention:** the ability to focus on two or more activities at the same time. An example is when you are driving a car and talking with a passenger.

### **How to Help Improve Your Attention**

- Decrease distractions around you:
  - Turn off the TV and radio.
  - Close the door if there is sound or movement in another room.
  - Turn off the phone ringer.
  - Go to a quieter area or ask others to leave the room when you are trying to focus.



*One way to help improve your attention is to turn off the TV and radio.*

- Adjust lighting to fit your needs.
- Do one project at a time:
  - Clear away clutter.
  - Maintain a clear workspace that is just for you.
- Include routines in your daily schedule, such as a morning routine of waking up, eating breakfast, and taking your medicines.
- Take breaks:
  - Schedule regular breaks.
  - Stop and rest when you start making mistakes or feel frustrated.
  - Breaks can include naps, exercise, listening to music, or closing your eyes and resting.
- Schedule difficult tasks at your “best” time of day, when your mind is sharpest.
- Tell yourself to mentally “focus.”
- At first, work for shorter periods, then lengthen your work time as your endurance improves.
- Be aware of the effects of fatigue and pain. When you are tired or in pain, this could affect your ability to focus.
- Be aware of the effects of your medicines. Some medicines can affect your ability to focus.
- Keep good eye contact when you are listening to others.
- In a group, ask people who are talking to speak one at a time.

## Questions?

Your questions are important. If you have questions or concerns, please call your Speech and Language Pathologist:

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