

# LIMIT DISTRACTIONS THROUGHOUT THE DAY



## CREATE A PRIORITIZED CHECKLIST.

Choose 3 to 5 things that you need to get done each day and put all focus on finishing those first. In other words, train your brain to focus on those and not wander in other directions.

## TURN OFF NOTIFICATIONS.

Turn off email and telephone notifications that keep drawing your attention to them each time they ring or make a sound.



## USE A PLANNER FOR TIME-BLOCKING.

Go to an area where it's quiet to close the door and avoid visitors for 30-minute increments.

## WAKE UP 30 MINUTES TO 1 HOUR EARLY.

The quiet time when all else is turned off and everyone is away will help you get a lot accomplished in the 30 minutes to 1 hour you wake up early.



## LISTEN TO MUSIC THAT HELPS YOU FOCUS AND CONCENTRATE.

Listen to sounds or music that helps you concentrate on one task at a time, avoiding all other noise and distractions.

## WRITE DOWN IDEAS THAT POP UP.

By writing the ideas down in a systematic way, such as using a project folder cover, we are not diminishing the idea's value.

## ORGANIZE SPACES.

A decluttered space allows for more focus and concentration.

