

# CUT DISTRACTIONS & BE MORE FOCUSED CHECKLIST

- Turn off automatic email pushing
- Remove distracting apps
- Close your email while working
- Set "email management" times
- Work in time blocks (15-45 mins works for me)
- Eliminate unnecessary work

## **BONUS TIPS!**

- Take breaks to refresh. I do best if I take even just a quick 5 minute break every hour or two to walk around, grab a snack, etc.
- Work on what's at the front of your mind. Sometimes it's hard to focus because something is on your mind and you just can't stop thinking about it. Either work on that or do something (like write it down) to get it out.
- Keep the TV/radio/podcasts off. I like to work with background noise, but more often than not it's distracting! Unless I'm doing something mindless like taking photos I listen to soft music or nothing at all.