

HOW TO FOCUS IN THE AGE OF DISTRACTION

HOW TO WORK

USE A TIMER

50 MINUTES OF WORK
20 MINUTES BREAK

WORK IN FOCUSED BURSTS

GET AWAY FROM THE COMPUTER

AREA WITH NO INTERNET

USE ONLY A NOTEPAD AND PEN

USE AN INTRAY FOR INCOMING PAPER

CLEAR AWAY ALL DISTRACTIONS

SPEND 10 MINS EACH DAY DECLUTTERING

IF READING ONLY HAVE THE BOOK IN FRONT OF YOU

DO 1 THING

CREATE RITUALS/HABITS

MORNING

SHOWER

HAVE A HEALTHY BREAKFAST

GO FOR A WALK

BEDTIME

CLEAN ALL DISHES/EMPTY YOUR SINK

WASH FACE

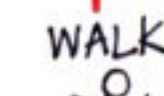
READ BOOK

STRETCH

WALK

LOOK AT THINGS TO DO LIST

REFOCUS



MEDITATE

READ

WRITE MORNING PAGES

MANAGING EMAIL

DISCONNECTION TIMES 8am-10am

CHECK EMAIL AT SET POINTS IN THE DAY

2-3 TIMES PER DAY

TURN OFF EMAIL ALERTS

~~DING DING~~

TAKE TIME TO REFLECT AND REVIEW

FIRST THING IN THE MORNING



WHAT ARE THE 3 MOST IMPORTANT THINGS TO DO TODAY?

DON'T CHECK YOUR EMAIL UNTIL YOU GET THE TASK COMPLETE

AT THE END OF THE DAY

② WHAT WILL I FOCUS ON TOMORROW?

① WHAT DID I DO?

③ WHAT CAN BE IMPROVED?

WHAT WORKED?

TAKE A DIGITAL TECHNOLOGY DETOX

~~MOBILE~~
~~FACEBOOK~~

~~EMAIL~~

~~TV~~

SAY NO TO...

YES
SAY YES TO...

CREATING

SPENDING TIME WITH FAMILY & FRIENDS

READING A BOOK

FREEDOM

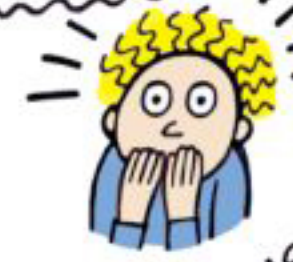
LOCKS YOU OUT OF THE INTERNET

SELF CONTROL

LOCKS YOU OUT OF SPECIFIC SITES

HELP FOR ADDICTS

Twitter
Facebook
email



BLOCKER PROGRAMS

WRITING PROGRAMS

WRITE ROOM

TYPEWRITER

OMMWRITER