



# HOW TO FOCUS IN THE AGE OF DISTRACTION

## TAKE A DIGITAL TECHNOLOGY DETOX

YES TO...  
SAY YES TO...

- CREATING ✓
- SPENDING TIME WITH FAMILY & FRIENDS ✓
- READING A BOOK ✓



NO  
SAY NO TO...

- FACEBOOK ~~X~~
- MOBILE ~~X~~
- EMAIL ~~X~~
- TV ~~X~~

IF READING ONLY HAVE THE BOOK IN FRONT OF YOU

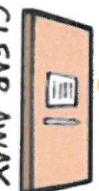


DO 1 THING

SPEND 10 MINS EACH DAY DECLUTTERING



USE AN INTRAY FOR INCOMING PAPER



CLEAR AWAY ALL DISTRACTIONS

## MANAGING YOUR SPACE

## HOW TO WORK

USE A TIMER



WORK IN FOCUSED BURSTS

50 MINUTES OF WORK 20 MINUTES BREAK

GET AWAY FROM THE COMPUTER



AREA WITH NO INTERNET

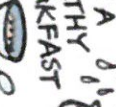
USE ONLY A NOTEPAD AND PEN



## MORNING

SHOWER

HAVE A HEALTHY BREAKFAST



GO FOR A WALK



BEDTIME

CLEAN ALL DISHES/EMPTY YOUR SINK



WASH FACE



STRETCH



REFOCUS



WALK



Look at THINGS TO DO LIST



## CREATE RITUALS/HABITS

## MANAGING EMAIL

DISCONNECTION TIMES 8am-10am



CHECK EMAIL AT SET POINTS IN THE DAY

2-3 TIMES PER DAY

TURN OFF EMAIL ALERTS



WHAT WORKED?



## TAKE TIME TO REFLECT AND REVIEW

FIRST THING IN THE MORNING



WHAT ARE THE 3 MOST IMPORTANT THINGS TO DO TODAY?

② WHAT WILL I FOCUS ON TOMORROW?

AT THE END OF THE DAY

③ WHAT CAN BE IMPROVED?

① WHAT DID I DO?



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

## FREEDOM

LOCKS YOU OUT OF THE INTERNET

SELF CONTROL

LOCKS YOU OUT OF SPECIFIC SITES

## BLOCKER PROGRAMS

WRITING PROGRAMS

WRITE ROOM

TYPEWRITER

OMMWRITER

## HELP FOR ADDICTS



Twitter email  
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