

Distraction Stop Checklist



Before you start working on your project, use this checklist for a distract free productive work session.

Prepare your mind

- If your mind is in turmoil try to meditate or do a mindfulness exercise. If you are not into this stuff: Just close your eyes, allow your thoughts to come and go, breath in and out. That's it. Everything that worries you doesn't matter for the next hour. Focus on what you need to do now!
- Do you know what you want to work till the next break? You will distract yourself if you don't know that. Write it down, set goals.
- After some time you can't concentrate any longer and get distracted easily. Use a timer for how long you want to work, so you don't get distracted by looking at the clock. Just work and don't worry about the time passing.



Prepare your surroundings

- What can distract you around yourself? Eliminate or put away everything you can. Your workspace should only consist of stuff that you need for your creative work.
- Turn off your phone. You can live without new messages or a social media update till the next break. Trust me, you won't miss anything.
- Tell all external distractions (yes, people) that you need to focus on your stuff now.
- Change the place if you have distractions around yourself that you can't eliminate or set rules for this place for the time you are being productive on your tasks.
- Close all distracting apps (your mail too) and websites on your devices you need for work. Use an app- or website-blocker if you can't resist opening it. And of course: If you don't need to use your distracting devices put them away.
- Have a notepad ready to write down distracting thoughts or things to remember. You don't need to know how deep a sperm whale can dive (1,000 to 2,000 metres deep). Write it down and google it later.

