



# REMOVE DISTRACTIONS

## IDENTIFY THE DISTRACTIONS

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WHAT'S PULLING YOUR ATTENTION RIGHT NOW?

LIST 3 THINGS THAT USUALLY BREAK YOUR FOCUS:

  
  

## CUT THE NOISE

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- ☐ PUT YOUR PHONE ON AIRPLANE MODE
- ☐ CLOSE UNNECESSARY BROWSER TABS
- ☐ MUTE OR TURN OFF NOTIFICATIONS

## CREATE FOCUS ZONE

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DO YOU HAVE EVERYTHING YOU NEED TO START?

☐ Yes ☐ No

IS YOUR ENVIRONMENT QUIET ENOUGH?

☐ Yes ☐ No

*If you answered "No" to any of the above, fix it now!*

## SET TIMER

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CHOOSE YOUR FOCUS TIME:

- ☐ 25 mins (Pomodoro)
- ☐ 45 mins (Deep Work Sprint)
- ☐ 60 mins (Full Focus Session)

## AFTER THE WORK BLOCK

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WHAT DISTRACTED YOU DURING THE SESSION?

HOW CAN YOU ELIMINATE IT NEXT TIME?