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## Distraction Busters Tips



### Visualize yourself working

Before you begin your work, decide how you want to approach your day and visualize yourself getting work done and how it will feel when you accomplish what you set out to do that day. Focus on the emotion you'll feel, the sense of confidence that moving forward on a project or goal will bring you.

### Hold an intention for your day

What type of energy do you want to bring to your work? Create a short phrase or sentence with a mantra or positive message such as:  
"I have the time, the skill and the energy to complete this task today"  
"I will find a way to get this task done today!"

### Listen to a mindfulness or grounding exercise

Try our [2-minute guided meditation grounding exercise](#) to help you focus and concentrate.

### Make and maintain only 1 to-do list/task list:

Keep only 1 to-do list with both your personal and professional tasks. Keep it in a place either electronically or in a paper format that you can easily access. There are dozens of free apps for task management including [nTask](#), [Evernote](#), [Eisenhower](#), [Microsoft To Do](#) and many others. Try out a few to determine the one that works best for you.

### Keep what is most important top of mind.

Consider your to-do list and prioritize it based on the Eisenhower or Time Management Matrix method of the following 4 quadrants:

- 1) Do first - urgent and important task
- 2) Schedule - less urgent and important task
- 3) Delegate - urgent but less important task
- 4) Don't do - not urgent and not important

### Turn stuff off.

Before you put down your smartphone to focus, place it on "airplane mode" and limit text messages by using the "do not disturb" feature.

Doing so will help you avoid the immediate reaction of checking the message every time you hear the beep, ding or ping sound.

### Close your internet browser

If you're tempted to check your social media feeds or surf the web, try website blocker apps like [heyfocus.com](#) or [focusme.com](#) that blocks distracting sites and app based on your preferences.

### Block off time in your calendar

Batch the time you allocate doing research, responding to email and answering calls. Doing so will save you significant time.

When you respond at the moment, you lose your focus and momentum. It takes you approximately 20 minutes to concentrate again on the task at hand and represents about a 40 percent productivity loss!

### Use a time-tracking tool or a time-blocking worksheet.

Time tracking allows you to capture how and where you're spending your time so you can reflect on what's working and where you might have over or underestimated the time it would take you to complete a task.

### Work in short time blocks

Try working for 25 minutes and allow yourself a 5-minute break. This is called [The Pomodoro Technique](#).

This allows your brain to know when you're going to stop as well as maximize your creativity which happens within the first 10 minutes.

[The Pomodoro Technique](#) was created by Francesco Cirillo.

