

DISTRACTIBILITY

WORKSPACE OPTIMISATION

EXERCISE 10

Note: Keeping hydration and fuel to hand is essential, but it isn't an excuse for a cluttered desk. Aim for "functional readiness"—one bottle of water and one snack, not a mug graveyard and empty wrappers.

STEP 1: THE "ADHD VERSION" OF TIDYING

DO JUST ENOUGH TO REDUCE THE VISUAL NOISE:

- Clear off everything you don't need for the **next task** (*shove it in a box if needed*).
- Get rid of mystery receipts, empty mugs, and used wrappers.
- Grab water and snacks **now** so you don't wander off to find them later.

STEP 2: THE DIGITAL DECLUTTER

- Close tabs, apps, or documents not related to your current goal.
- Keep **just one thing** open (the task you are actually doing).
- Turn on "Do Not Disturb" or use a blocker app for 20 minutes.
- Move your phone out of sight (*or turn it off entirely*).



STEP 3: TAME THE SENSORY CHAOS

SOUND: WHAT SETTLES YOUR SYSTEM?

- | | |
|--|---|
| <input type="checkbox"/> ABSOLUTE SILENCE | <input type="checkbox"/> NOISE-CANCELLING |
| <input type="checkbox"/> BROWN/WHITE NOISE | <input type="checkbox"/> LO-FI BEATS |
| <input type="checkbox"/> 'ONE SONG' LOOP | <input type="checkbox"/> OTHER: _____ |

LIGHT: MAKE IT WORK FOR YOU

- | | |
|---|--|
| <input type="checkbox"/> BLINDS CLOSED | <input type="checkbox"/> SOFT LAMP ONLY |
| <input type="checkbox"/> NATURAL DAYLIGHT | <input type="checkbox"/> FULL BRIGHTNESS |

COMFORT: FIX THE TINY BUGS

- TEMPERATURE CHECK *(too cold? put on a hoodie.)*
- TEXTURE CHECK *(itchy tags/clothes?)*
- SEAT ADJUSTMENT *(awkward angle?)*

STEP 4: MAINTENANCE SCHEDULE

Your space will get cluttered again. When will you manually reset the system?

DAILY 5-MIN TIDY

WEEKLY 20-MIN RESET

MONTHLY DEEP CLEAN

OTHER: _____

"An optimised workspace frees up physical and mental space by limiting the noise."