

# DISTRACTIBILITY

## Clear the Runway (External Distractions)

### Step 1: Take 2 Minutes Before Starting

**Gather what you need** (notes, charger, water, snacks)

**Put away or mute what you don't** (phone, spare tabs, clutter)

### Step 2: Set Your 'Focus Cue'

SIGNAL TO YOUR BRAIN IT'S TIME TO WORK

Put on headphones

Place a sticky note with ONE task in front of you

Play playlist / light candle / other ritual: \_\_\_\_\_

### Step 3: Try a 20-25 Minute Focus Block

START TIMER AT



END TIMER AT

### Step 4: Reflect

Did fewer external distractions help?

\_\_\_\_\_

Which tweak made the biggest difference?

\_\_\_\_\_

***Small tweaks to your environment can save huge amounts of attention.***