

# DISTRACTIBILITY

## WORKSPACE OPTIMISATION

**Note:** Keeping hydration and fuel to hand is essential but try to avoid a cluttered desk. Aim for functional readiness - one drink and one snack. Clear away the mug graveyard and piles of empty wrappers (or is that just us?) regularly

### 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."***