

## DISTRACTION MANAGEMENT WORKSHEET

### Distraction Inventory:

- Reflect and list the most common distractions you encounter during your work or study sessions on the worksheet.
- Take note of their frequency and impact on your focus.
- Allocate a specific amount of time for each distraction, considering how much time you're comfortable dedicating to it.

### Distraction Worksheet:

- List the work or task items you want to focus on and accomplish, either with specific time slots or as a general block of work to be completed.
- Next, list the distraction you want to indulge in after completing each section of work.

### Remember:

- Be realistic with your time allocations for distractions, ensuring they don't interfere into your work time or is too short to get enough refresh.
- Use the distraction list as a reference for future blocks of work, keeping in mind that distractions should be enjoyed as rewards for completed tasks.
- Try different combinations of types of work with types of distractions, combinations that might optimize a greater refresh rate.
- Experiment with different time frames and adjustments as needed to find a balance that works best for you.

Remember, the worksheet is a tool to help you become more aware of your distractions and develop strategies to manage them effectively. Use it as a guide and reference as you implement your distraction management plan.

By actively engaging with the worksheet, you'll gain greater control over your distractions and establish a structured approach to managing your time effectively. Embrace this method and experience the benefits of improved focus, increased productivity, and a healthier work-life balance.

## This image shows a vertical rectangular page filled with evenly spaced, thin grey horizontal lines. The lines extend across the entire width of the page, creating a series of uniform rows suitable for writing or drawing. There are no margins, text, or other markings present.

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A handwriting practice grid consisting of 4 rows and 20 columns of dots. The dots are arranged in a regular grid pattern, with 4 rows and 20 columns.