



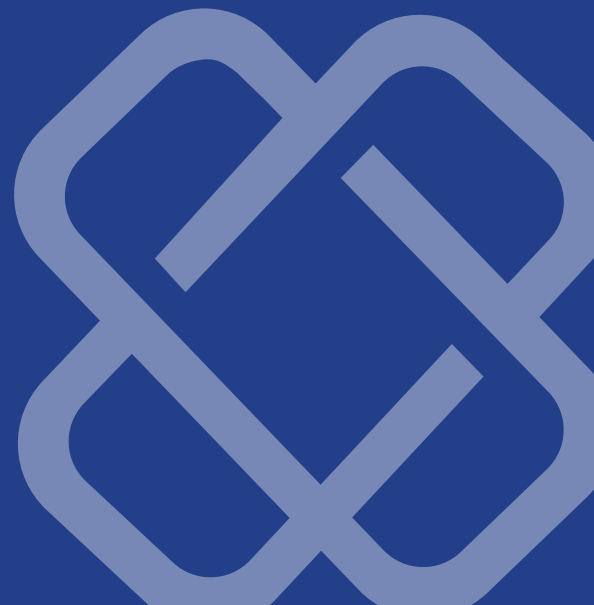
Distractions

1st 10 Tips

Lead A Distraction Free Life



CreatingEdge



Distractions 1st 10 Tips

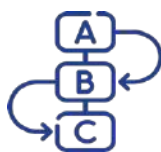


1. Manage your technology
 - Disable & delete all notifications across all devices
 - Unapologetically, screen all your interactions & time spent on technology
 - The Distractions course has a full module on technology
2. Concentrate your message time
 - Only access messages when it works for you during scheduled times
 - Don't play message ping-pong – strategically choose your sending times
3. Communicate with others
 - Empower others to lead a distraction free work environment
 - Establish & communicate the distraction boundaries the team want to work with
 - The course has a module on people distractions
4. Optimise your workspace
 - Only have one task you are focused on, on your desk
 - Seek locations that reduce distractions if needed
 - Access the environment module as part of the course
5. Change your work times
 - Become an early bird & start your day before everyone else
 - Adjust your hours to capture the most productive time
6. Avoid fatigue as a distraction
 - Healthy breakfast, exercise, hydrate
 - 7-8 hrs quality sleep every evening
7. Schedule your breaks
 - Always have small breaks or time blocks
 - Switch off to give the brain a rest
 - A full module on personal distractions as part of the course
8. Manage self-talk
 - Keep your vision & goals in mind
 - Engage in positive self- talk, constantly
9. Prioritise everything
 - Always assess on an Urgent / Important Matrix
 - Delegate to others if you can
10. Learn the Art of Saying NO
 - The course has a module with every conceivable NO tip & discussion

Other key Creating Edge Productivity Modules to Consider:



Focus



Priorities



Time



Decisions