



# **Distractions Skill Assessment**

Lead a Distraction Free Life



**CreatingEdge**



# Distractions Skill Assessment



## Distractions Skill Assessment – Scale of 1-5

1. I control my work environment & limit distractions that affect my workflow. Rarely do I get distracted from focusing on my priorities.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

2. My smartphone is always isolated from me. Rarely do I reach for it to check if anything has happened – I try to check my smartphone once to twice per hour.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

3. I don't accept interruptions when I am in the middle of a deep focus activity – my door is closed & people are aware I am working on something important, not to be disturbed.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

4. I only review my messages at allotted times I have scheduled. Messages are not a distraction, but something I manage effectively to maintain my focus on priorities.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

5. My desk is always clean – the only items that appear on my desk are those that directly relate to the task I am focused on at that point in time.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

6. I control my time – any urgent requests I receive are balanced against what my priorities are & I complete them, reflective of what is urgent & important for me.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

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7. I never take my smartphone to the bedroom of an evening. I stop using it ~1hr before bedtime & retire to my bedroom to focus on sleeping or my partner.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

8. I find saying NO to those around me quite easy. I always listen, provide an empathetic ear, politely decline & leave others with alternative & a positive way forward.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

9. I have a morning routine that I stick to. It fully focuses me for the day & I don't get derailed into unimportant activities. I start my work-day distraction free, fully refreshed.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

10. I never take my phone on breaks. I schedule regular breaks & I take them to give my brain a rest – I realise that breaks are important for my health, so my breaks are distraction free.

1	2	3	4	5
Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree

Score:

## Result:

Add up your score from the 10 key elements if your calendar

**Total Score:**

**33-50** – Distractions are impacting your performance & you will find this course full of opportunities for you to be more focused & perform at a higher level.

**17-33** – Distractions are having an influence on your daily life. You have some good strategies in place that are helping you, however you will find this course to be of significant benefit.

**0-17** – Congratulations – you are in some rare company in modern working life. There will be elements of this course that will support you & sharpen your overall approach to distractions. Feel free to access them at a time convenient for you.