TOP 5
TIME-WASTERS
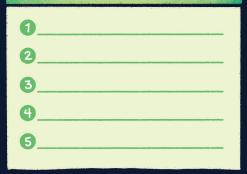## What do you use to procrastinate?

APPS
My thumb automatically reaches for these icons whenever I open my phone
(social media, games, messaging, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

PEOPLE
Individuals who distract me while I'm trying to get shit done
(friends, chatty co-workers, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

ACTIVITIES
Things I get sucked into when I should be doing something else
(researching, online shopping, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

TIPS FOR TACKLING TIME-WASTERS

(Try saying that five times fast LOL)

APPS

EASY MODE:

- Re-arrange your phone's home screen and put those apps on your last page *(so you don't see them every time you open your phone)*
- Don't leave your phone within arm's reach

NORMAL MODE:

- Disable push notifications
- Turn your phone on 'airplane' mode

HARD MODE:

- Uninstall apps that suck time and provide little value
- Leave your phone off (or in another room)

ACTIVITIES

PHYSICAL:

- Remove tempting items from your line of sight to decrease cravings *(I'm a fan of hiding remotes/controllers)*

ONLINE:

- Install a browser extension to block specific websites for a limited amount of time *(I use the 'nuclear option' on the StayFocusd Chrome extension)*

PEOPLE

DIGITAL:

- Mute group chats
- Set your online status to 'Do Not Disturb' while trying to focus
- Block out some time on your calendar for working (fewer meeting invites)
- Turn your phone to 'airplane mode'

IRL:

- If possible, change up the location of where you're working *(so you're harder to walk up to for a 'quick chat')*
- If people *do* casually drop by to talk to you, let them know you're trying *really* hard to focus and ask them to pretty-please give you some space until you're done working *(If they come back and try to distract you again, don't respond. Just stare at them and don't say anything. They will get the hint)*
- If you're at home, close the door of the room you're trying to focus in *(Bonus points for adding a note on the outside of the door that says "Trying to focus, please keep this door closed unless it's an emergency")*