

SAYING GOODBYE TO DISTRACTIONS

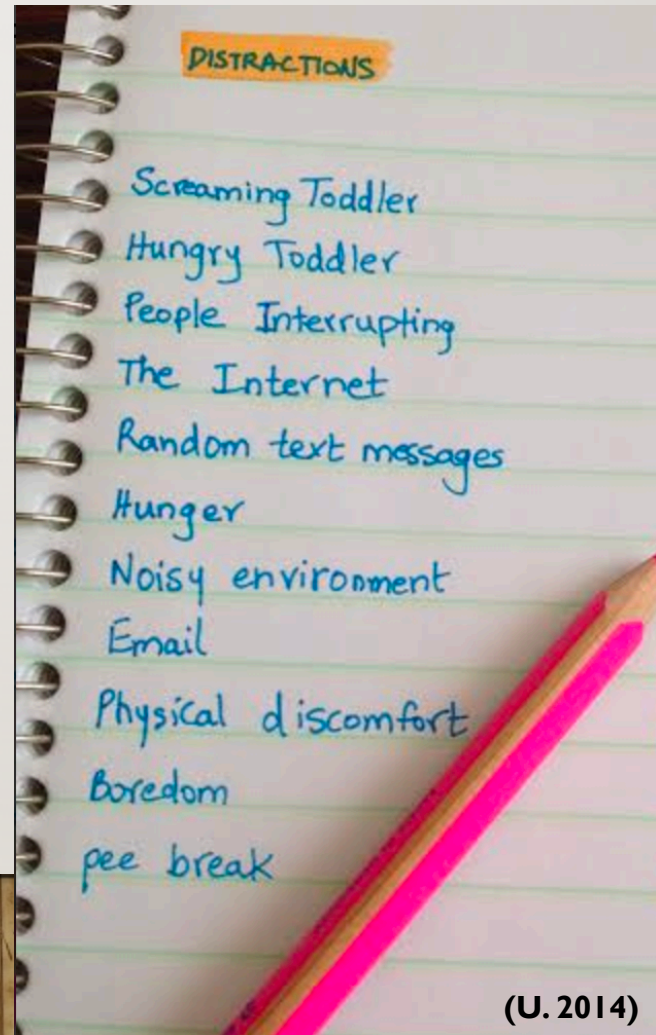
PRESENTED BY RASHELLE NAGATA, MA, OTR/L

LEARNING OBJECTIVES

- Understand what you are most distracted by
- Learn how to decrease the presence of distractions to increase your productivity

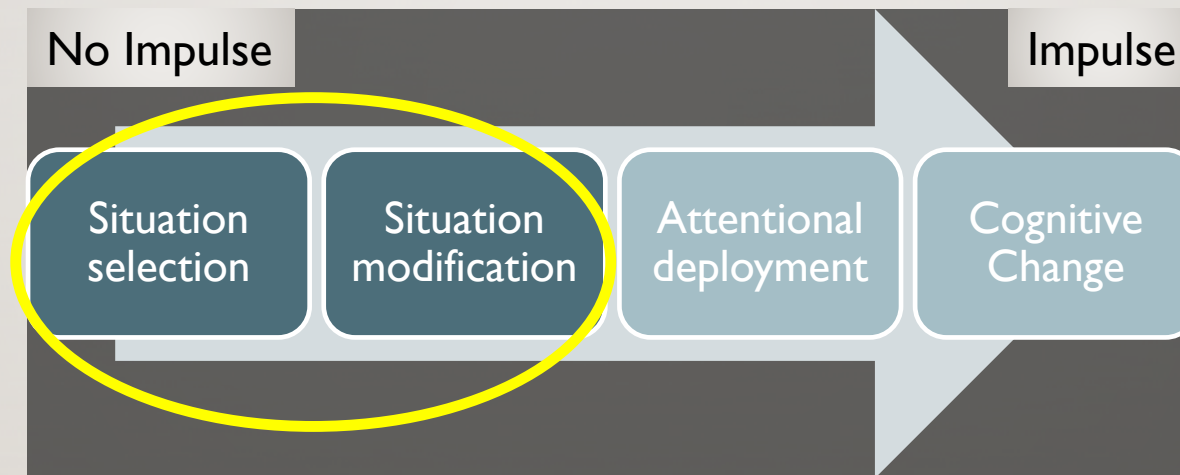
NAME YOUR DISTRACTIONS

- External or internal
- Individualized
- Increase your awareness of time-wasting activities



STOP DISTRACTIONS AT THE SOURCE

- Cycle of Impulse-Generation



(Duckworth et. al., 2016)

CHANGE YOUR ENVIRONMENT

Situation selection

- Consider presence of distractions, comfort, lighting, cleanliness in various locations
(i.e. library, lounge, coffee shop)
- Increase motivation to select these environments
(i.e. plan, acquire accountability)

Situation modification

- Reduce clutter, temptations, or noise

AVOID THE MYTH OF MULTITASKING

- "Task-switching"
 - Goal shifting
 - Rule activation
- Limits our productivity by 40%

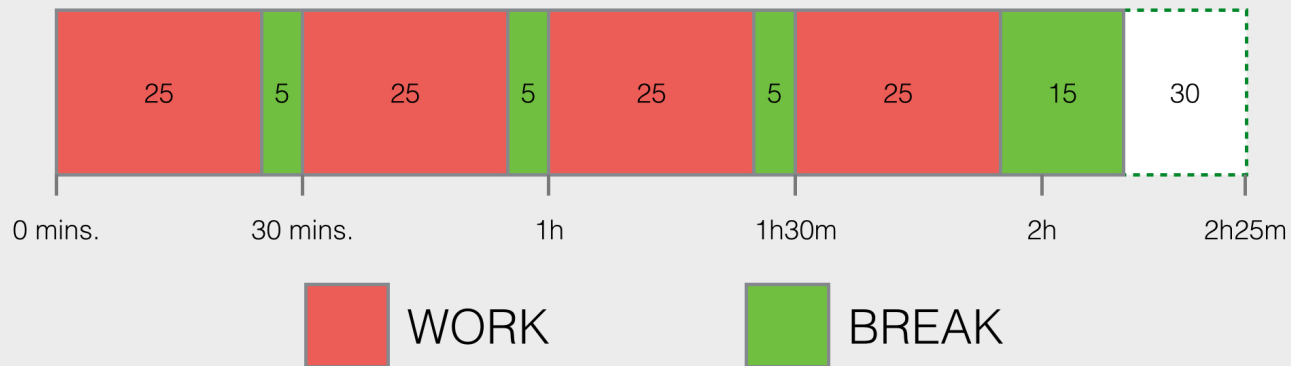
(Rubinstein, Hughes, Meyer, & Evans, 2001)

WORK SMARTER, NOT LONGER

- Work in short intervals then take frequent, energy-restoring breaks

(Evans, 2014)

ONE POMODORO CYCLE



Ex: Pomodoro Technique

(Clark, 2016)

USE AN APP FOR MOTIVATION

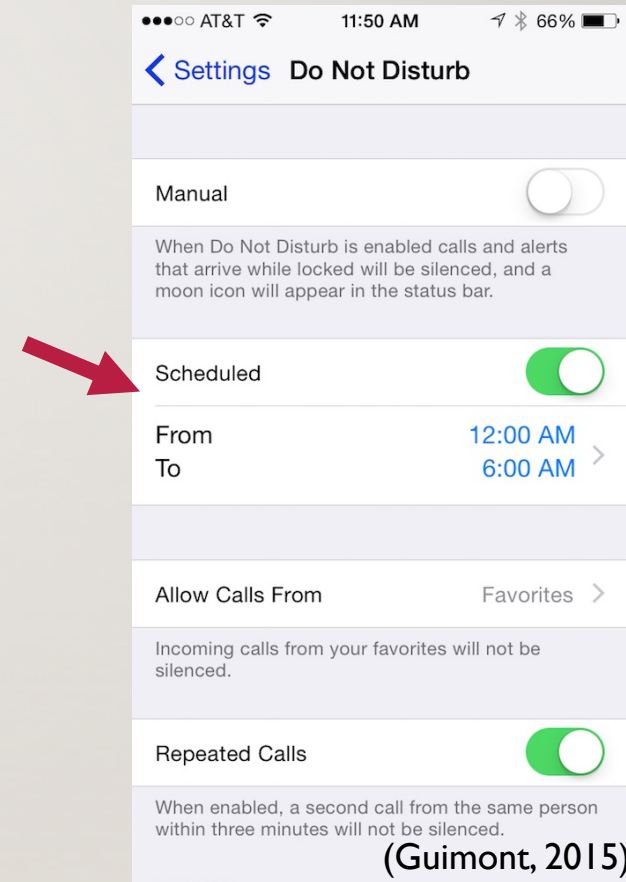
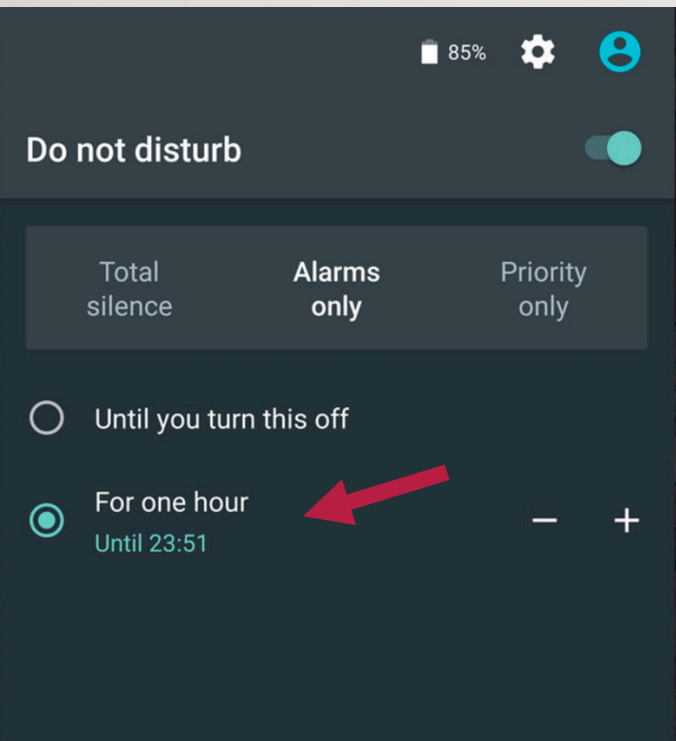
- Pomodoro timers
 - Tide, Focus Keeper, Forest and Day Ninja
- Website blockers
 - SelfControl (Mac OS X)
 - Nanny for Google Chrome, StayFocusd & TinyFilter (Google Chrome extensions)
 - Leechblock (Firefox Add-on)

SCHEDULE A TIME FOR E-MAILS

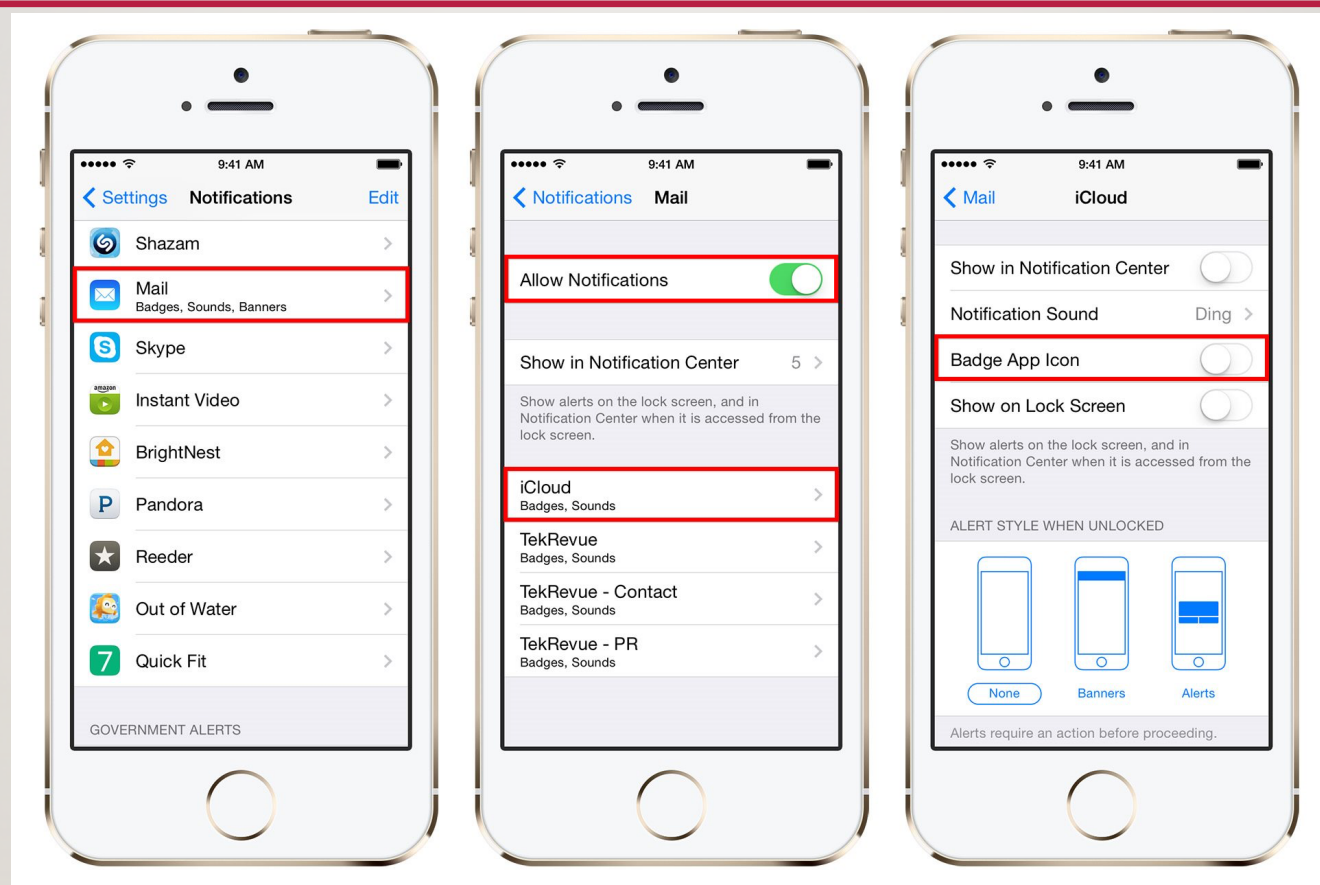
- Keeps focus on priorities
- Prevents needless interruptions
- Promotes delayed vs. instant gratification
- “Crises” may resolve themselves

USE THE “DO NOT DISTURB” FUNCTION

- Reduce notifications on your iPhone, Android, iPad or computer



TURN OFF NOTIFICATION BADGES



(Tanous, 2014)

Brain Dump To Do List

- FOOD SHOP
- RETURN NEWLOOK ITEMS
- SUMMER WARDROBE
- CLEAN BATHROOM
- WASH BATHMATS
- PUT DVDS AWAY
- GET OVEN CLEANED
- MOVE ALEX + MALM TO OFFICE
- BUY VACUUM STORAGE BAGS
- START CATE'S BOOK
- PREGNANCY YOGA

(Isobel, 2016)

-
- Stay focused and return to these later

THANK YOU!

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