

# GET RID OF DISTRACTIONS

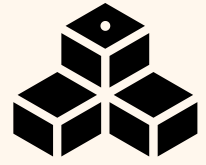


## Compartmentalise Your Work

Break down your work into different categories. Create systems and group like tasks together so that you can focus on one thing at a time.

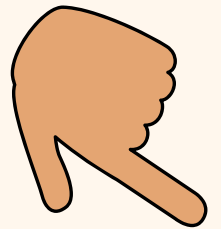
## Use time blocks

This allows you to focus on one thing at a time. Setting appointments in time blocks like Tuesday and Friday, frees up other days for other activities.



## Make a 'not-to-do' list

Instead of being overwhelmed with number of things on your to-do list, mark a 'not-to-do list. This can include tasks that don't require your immediate attention or that can be delegated.



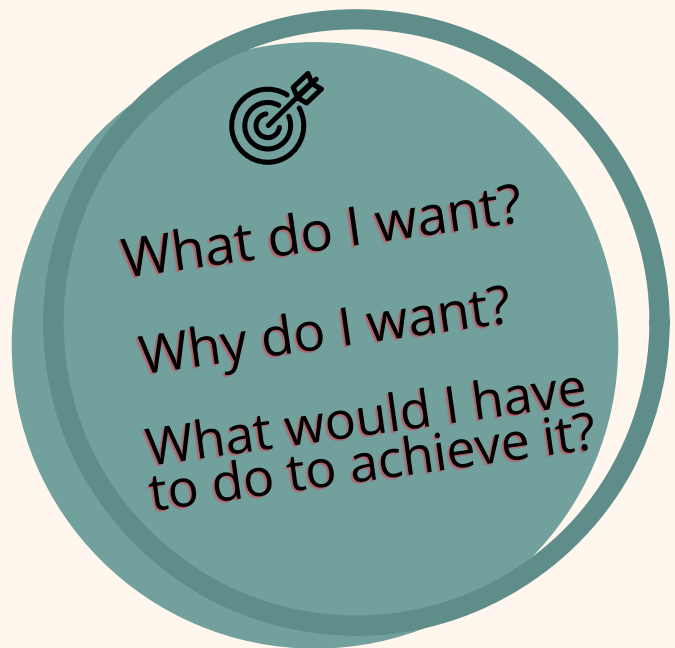
## Understand your 'why'

Why you are doing what you are doing in the first place. Having an authentic reason to accomplish your tasks makes it easier to eliminate distraction. Ask yourself these 3 questions:



## Schedule your work

Avoid frequent unscheduled meetings. Schedule your work and encourage your teams to wait until scheduled meetings.



## Make Fewer Commitments



## Keep a scoreboard

Keep a scoreboard of the hours spent doing quality work to increase your motivation and accountability.

