

What Keeps Breaking Your Focus

Track what pulls you away while you work, and block one of them next time.

WHEN TO USE THIS

Use this during or right after a stretch of work that kept getting broken up.

Each time you get pulled away, put a mark here. Note what it was.

WHAT PULLED YOU AWAY	MARKS

Which of these came from outside you, and which came from inside?

A knock at the door, or your own head wandering off.

Pick the most common one. What would keep it out for thirty minutes?

How long can you usually stay with something before you drift?

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

An hour or more

A minute or two

You do not need perfect quiet. You need one gap that stays closed.