



Checklist 13 - Remove Potential Distractions

Project Name: _____

Date: _____

Yes No

If you want to do work on time, you need to give your full attention to it. This will require you to get rid of all the distractions that hinder your way to achieving your daily goals. Are you one of those who get crowded by absurd distractions that keep you from completing your goals? Are you looking for ways to remove such distractions from your lives? You need to follow the below-mentioned instructions to do so:

Get Rid Of Bad Habits:

1

Your bad habits are the major distraction in your life. To get rid of them, you need to take essential steps.

2

You have to start by setting up a morning routine. Start waking up early and take care of your hygiene.

3

Now you can set up your bedtime routine as well. Good sleep is essential for better performance.

4

Getting rid of media voices and the stress given by them is the essential step towards well-being. So try to avoid watching TV, Social Media and your as much as possible.

Decluttering Your Mind:

5

Text messages, tweets, notifications from social media; all of these are the major distractions while you're at work. You need to get rid of these.

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6
Turn your cell phone to autopilot.

7
The easiest step is to simply turn your phone off while you're at work, to avoid maximum distractions.

8
Get rid of all the stressing thoughts and do your work on time; this way, you'll feel an utter satisfaction after the completion of the task.

Manage Your Schedule:

9
To get rid of the distractions the whole day, you need to dedicate a few minutes to yourself at the start of the day.

10
Assemble your schedule during this time and set your priorities and goals for the day. This way, you'll know that you only have to focus on these goals, other than all the other tasks that will be a distraction for you.

Have An Organized Work Place:

11
You can work efficiently only when you will have an organized workplace.

12
You have to set your table, and all the required resources should be present on your desk beforehand so that you do not get distracted in search of these necessities while working.

Notes

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- 13 Having an organized Work desk will help you in getting rid of the unwanted breaks that affect your schedule.
- 14 Make sure to provide your workplace already with food and water so that you don't have to stand up and go in search of food.
- 15 Get rid of all the unwanted ads on your computer, because they will distract you from your work. Use the app Anti-social to get rid of all the social media Ads that will be a distraction to you.
- Set Time:**
- 16 You have to set time for all of your tasks and ensure that you give all of your tasks their assigned time.
- 17 Break up big tasks into smaller chunks and get them done. This way, you'll avoid the stress of finishing these tasks, which is itself a bigger distraction.
- 18 Go the extra mile, if you start working early, any day, this will save you a lot of time later, in which you'll be able to relax and this way, you won't get distracted by the things you can do those things in that extra time.

Notes