

# 28 Days of Reducing Distractions

1. Clear clutter
2. Turn off the TV
3. Turn off the radio
4. Turn off Email notifications
5. Turn off Facebook notifications
6. Take your medication
7. Take care of yourself
8. Workout in the morning
9. Unsubscribe
10. Stick to the list
11. Clean out your car
12. Find a hobby
13. Don't check Twitter, Facebook or YouTube
14. Don't check your email
15. Don't check your voicemail
16. Don't take the kids
17. No toys at the table
18. Tell the distractors that you need time concentrate
19. Find them something to do
20. Wake up 20 minutes earlier
21. Brain dump
22. Plan to leave 15 minutes early
23. Write it down and save it for later
24. Stop multi-tasking
25. Create a separate email account for newsletters and receipts
26. Carve out time to read emails
27. Set time limits
28. Give in to the distractions

