Minimize Distraction

Major Distractions

- Smart Phones
- Emails
- Clutter
- Background Noise
- People
- Multi-tasking
- Hungry/ Tired
- Decision Fatigue

Parkinson's Law

- We fill extra time we could be working
- Try working with less time a 5 hour assignment in 4 hours
- Figure out what your time fillers are & block them.
- Use rewards or competitions

Tips

- Make a plan the night before.
- Figure out what distracts you & ditch it!
- Use visual reminders - a sticky note saying "focus" or "you got this"
- Take a break to exercise mind & body

Apps

- FocusMe
- Moment
- Forest
- Noizio

Major ideas are connected directly to the central concept, and other ideas branch out from those.

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