

#18 DISTRACTIONS

What distracts you from getting things done?

Keep your journal near you, and as you are working, make note of the distractions.

Once all surveys have been completed, compare them to see what distracts you most!



1. Any color of pen or pencil can be used.

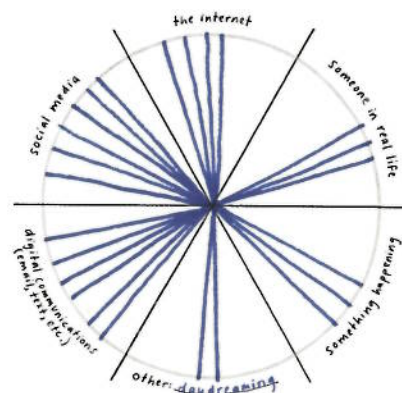


2. Before you begin, write down the date, start time, and the task you are working on.

TASK: *writing emails*
DATE: *June 19*

TIME: *2:30-*

3. For every distraction draw a line from the center of the diagram to the distraction.



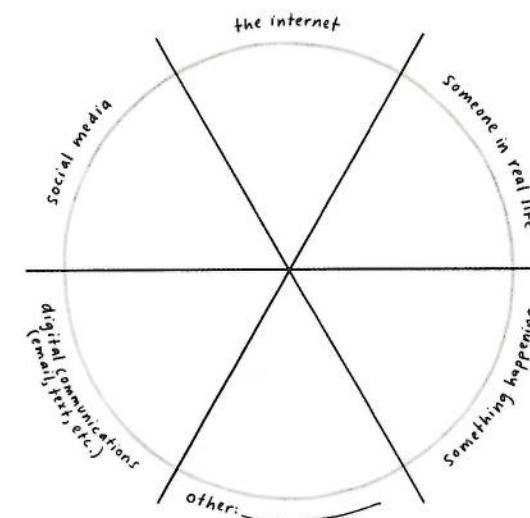
4. When you have finished collecting distractions, check the time and write it down!

TASK: *writing emails*
DATE: *June 19*

TIME: *2:30-3:30*

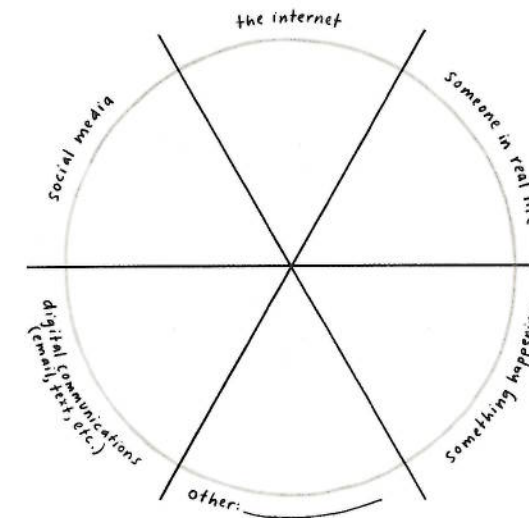
TASK:
DATE:

TIME: —



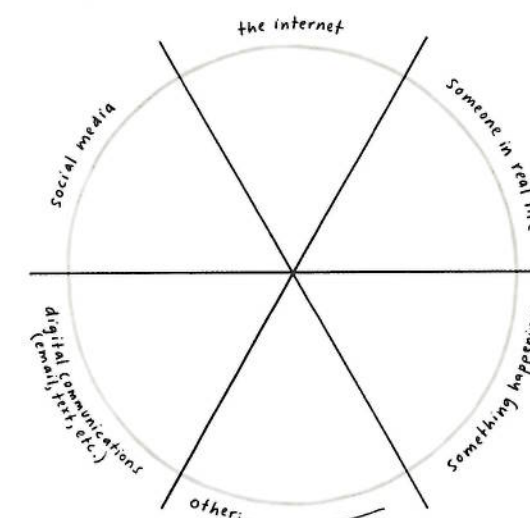
TASK:
DATE:

TIME: —



TASK:
DATE:

TIME: —



TASK:
DATE:

TIME: —

