

Severing Technology's Attention Tentacles

Today's Gameplan

- 1 Optimizing Your Tech for Flow
- 2 Optimizing Your Smartphone for Flow
- 3 Optimizing Your Computer for Flow

The Focus Is Going to Be Smartphone and Computer—Most Other Gadgets Are a Distraction

- 1 From a distraction and flow standpoint, ideally you just have a smartphone and a laptop.
- 2 Smartwatches are horrific for distraction.
- 3 Digital minimalism is the goal.

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1

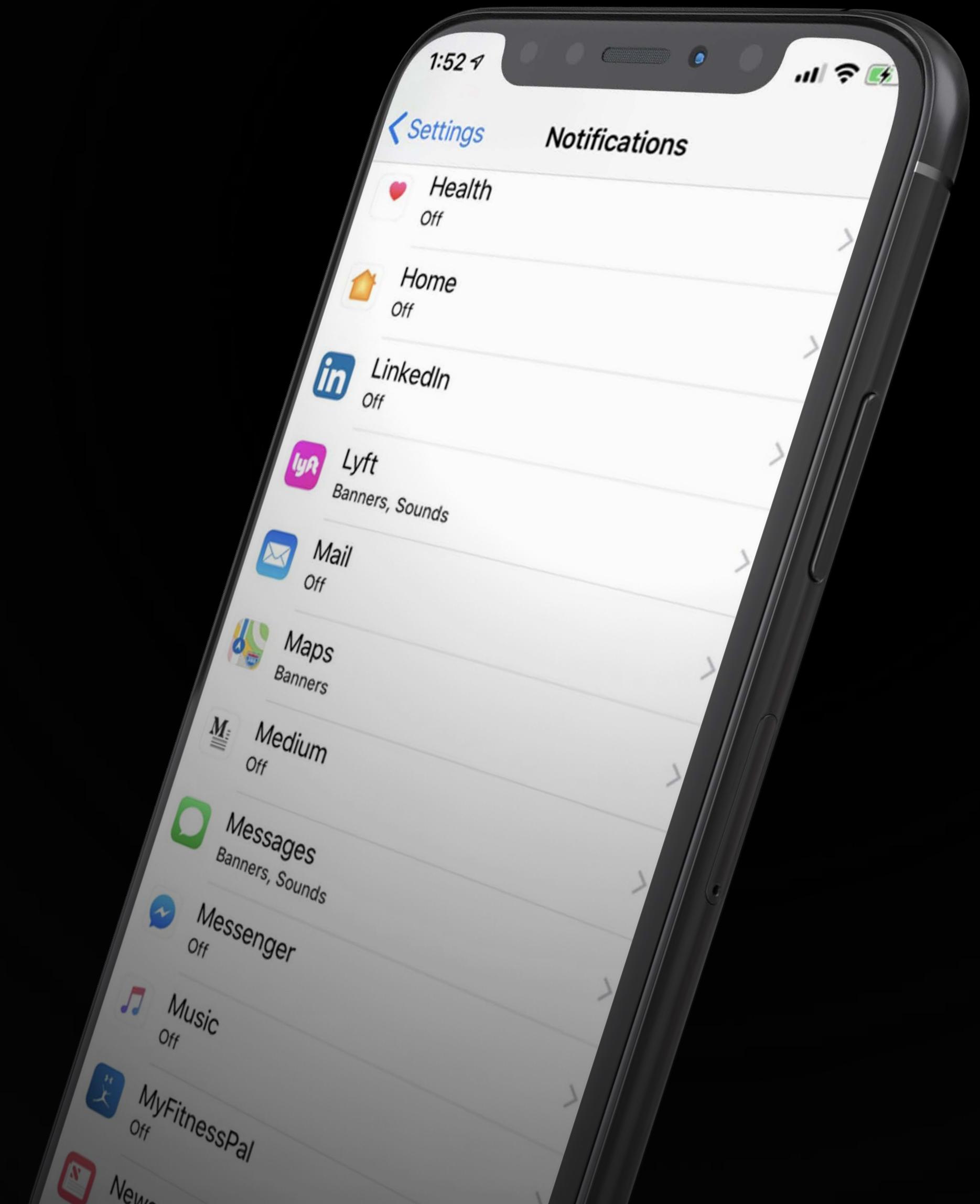
Turn off All Notifications

Open the Apple Settings App, then go to the Notifications Section.



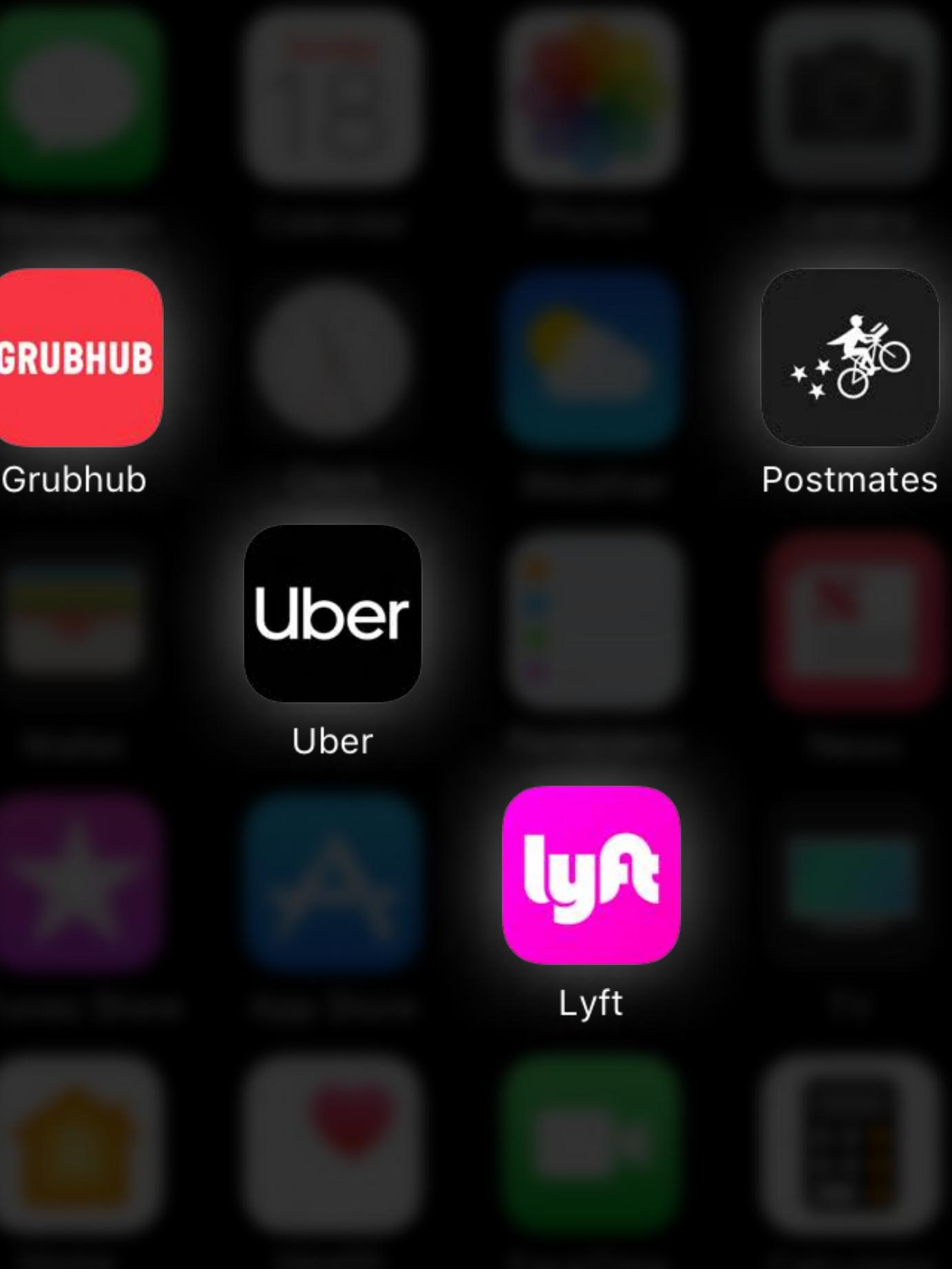
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Go App By App, Turning off All Notifications



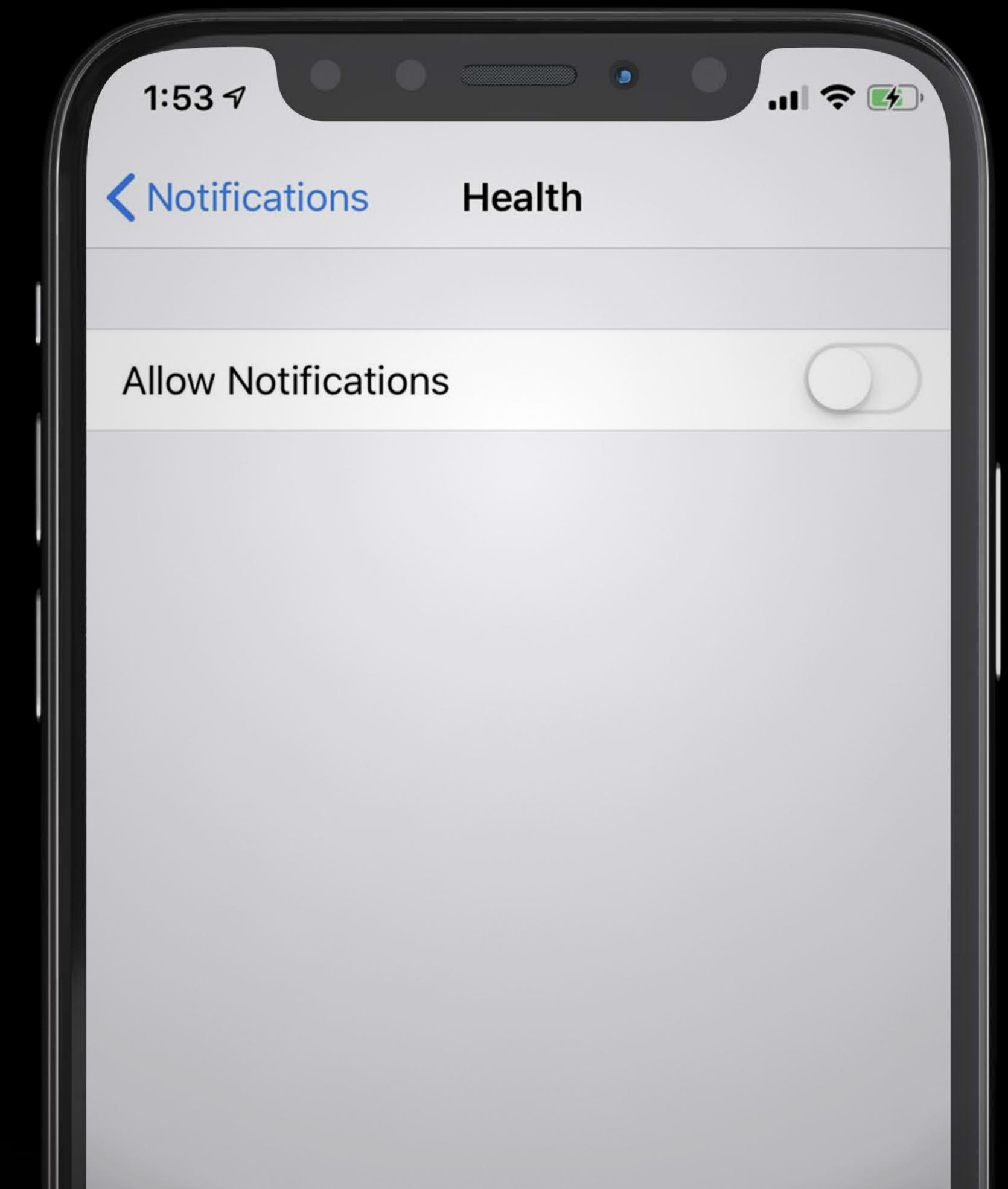
1

Do It for Every App Besides Phone and Delivery Apps – Uber, Lyft, Postmates, Grubhub



1

**Here's What It Should
Look Like**



1

**For Phone and Delivery Apps
(the One's You're Leaving on),
Make Sure to Still Turn Badges off**



2

Delete All Your Social Media Apps

Instagram, Twitter, Linkedin, Facebook



3

Move All of Your “Inbox” Apps to a Folder on the Last Screen of Your Phone



4

Delete All Seldom Used Apps



5

Disable App Review Requests

- Go to Settings >
- Apple ID >
- iTunes & App Stores



6

Turn on Do Not Disturb and Set It for 24hrs

- Go to Settings > Do Not Disturb
- Don't toggle the Scheduled option. But on a Mac, Do Not Disturb is always scheduled, so turning it on all day requires hacking the schedule to be something like 9am to 9am. Many of you though will prefer to just have it on for a set time, say 6pm to 9am.
- Allow calls from your favorites. Now your favorites list actually takes on more meaning: this is your whitelist of people who you would allow to interrupt you.
- There's a Repeated Calls option to allow repeat callers to get through. Do not select this. We absolutely do not want to train telemarketers to think this will work.

7

Make Your Wallpaper All Black and Set Dark Display on

- Go to Settings >
- Wallpaper >
- Choose a New Wallpaper >
- Stills. The all-black option is right there at the end.

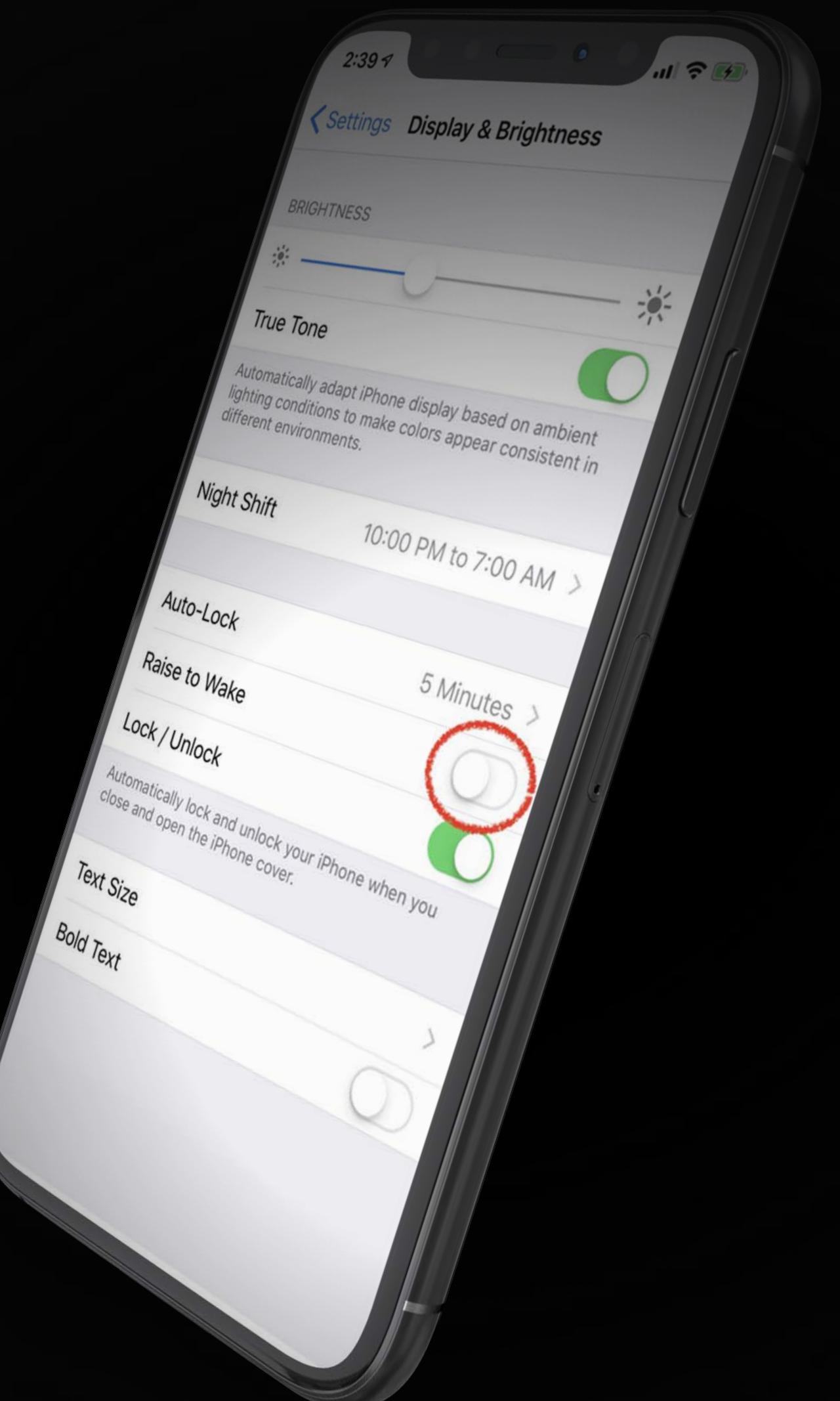


8

Turn Off Raise to Wake

Winners check their notifications on their own schedule.

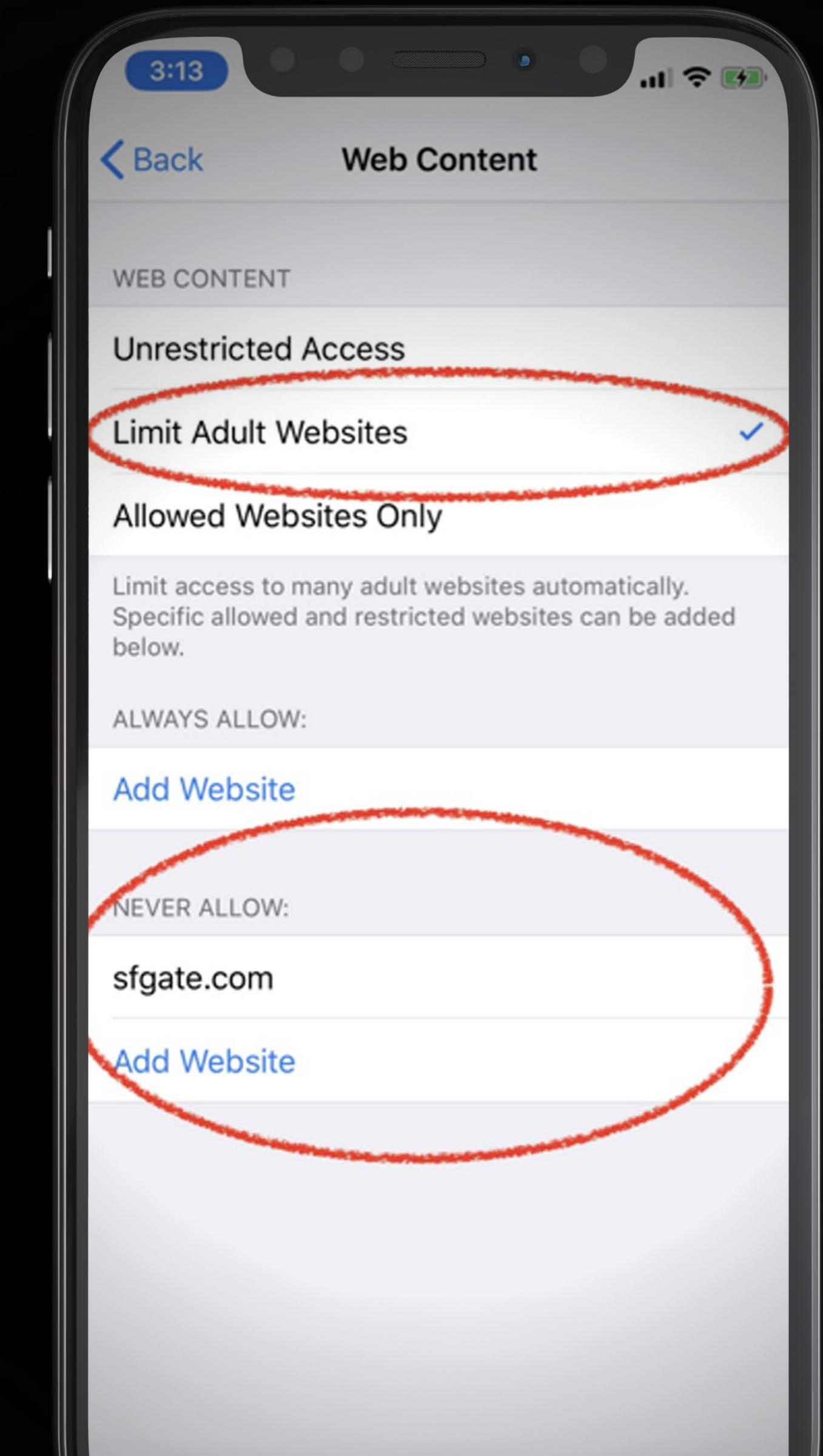
- Go to Settings >
- Display & Brightness >
- Raise to Wake. Turn off.



9

Add Content Restrictions

- Go to Settings >
- Screen Time >
- Content & Privacy Restrictions >
- Web Content and then select “Limit Adult Websites.”



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1 | Disable All Notifications

- 1** On your Mac, choose Apple menu > System Preferences, then click Notifications.
- 2** In Notifications preferences, select the app on the left, then deselect the Allow Notifications option for the app.
- 3** All other notification options for the app are dimmed. You no longer receive any notifications for the app.

2

Clear Your Entire Desktop

1

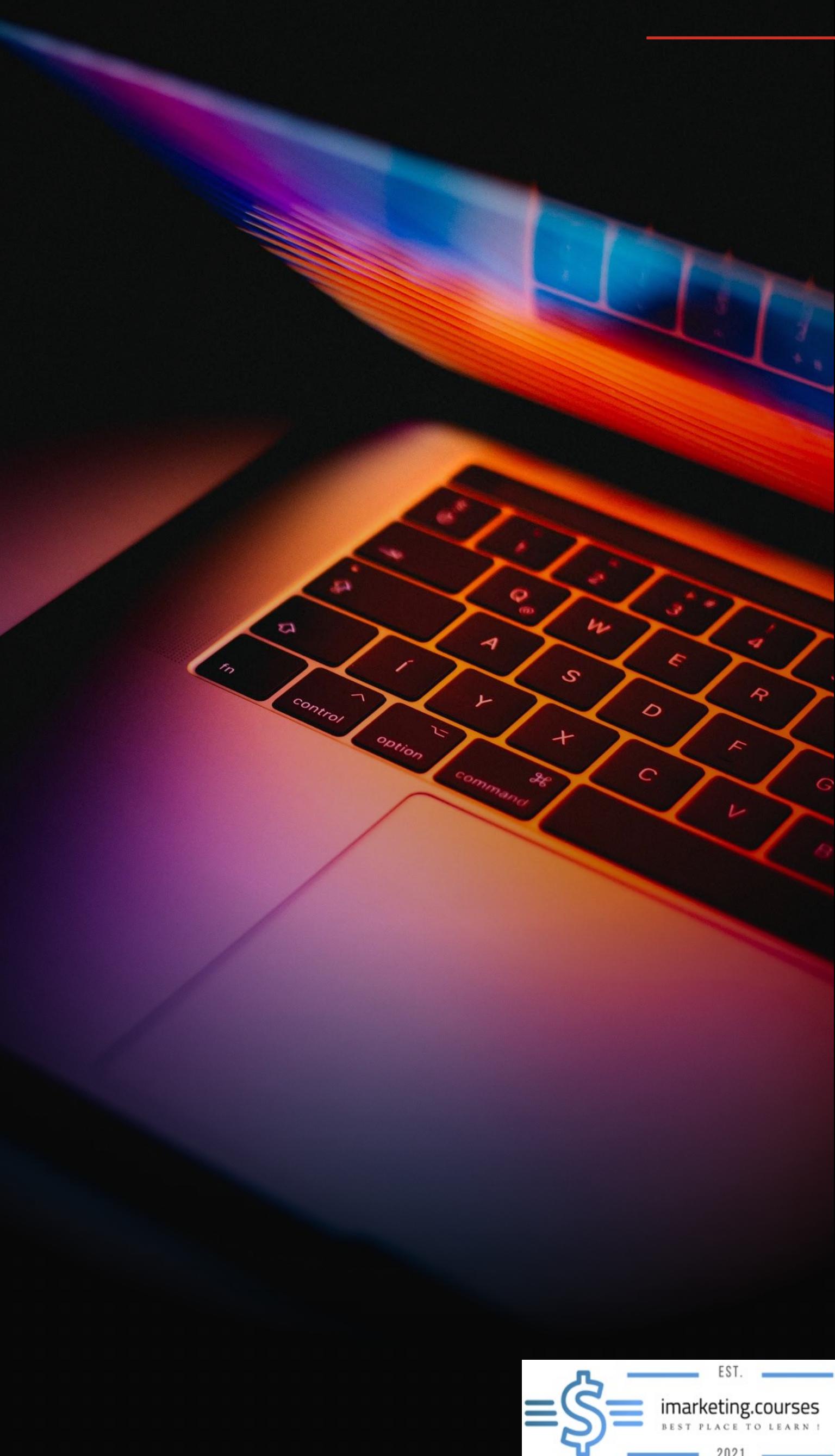
Delete it all

2

Make a folder called “mess”, highlight everything and drag it all in

3

Remove Apps from Your Dock



4 | Hide Your Dock

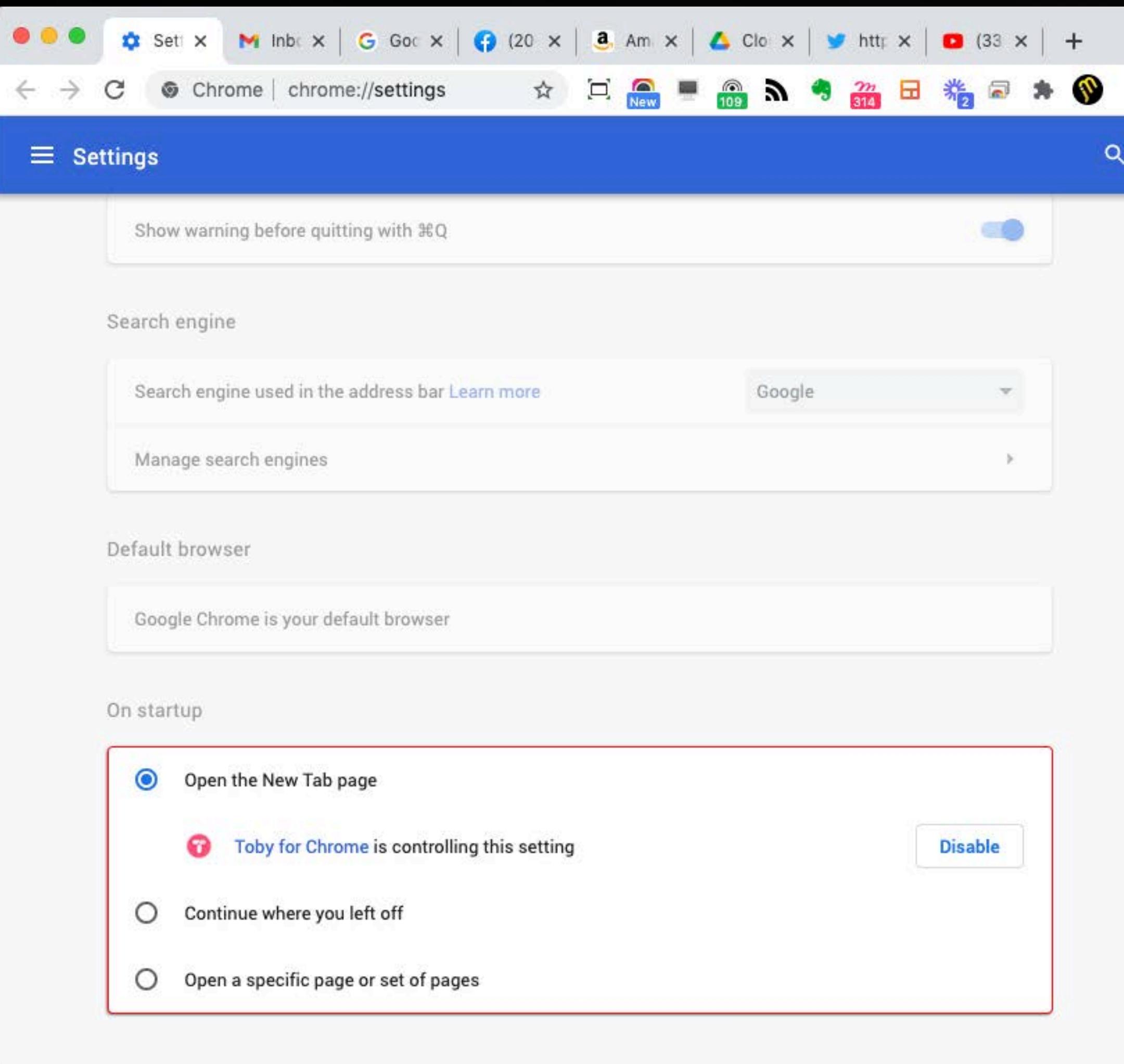


5

Have a Single Tab Policy

Here's how to set up a single tab policy in Google Chrome:

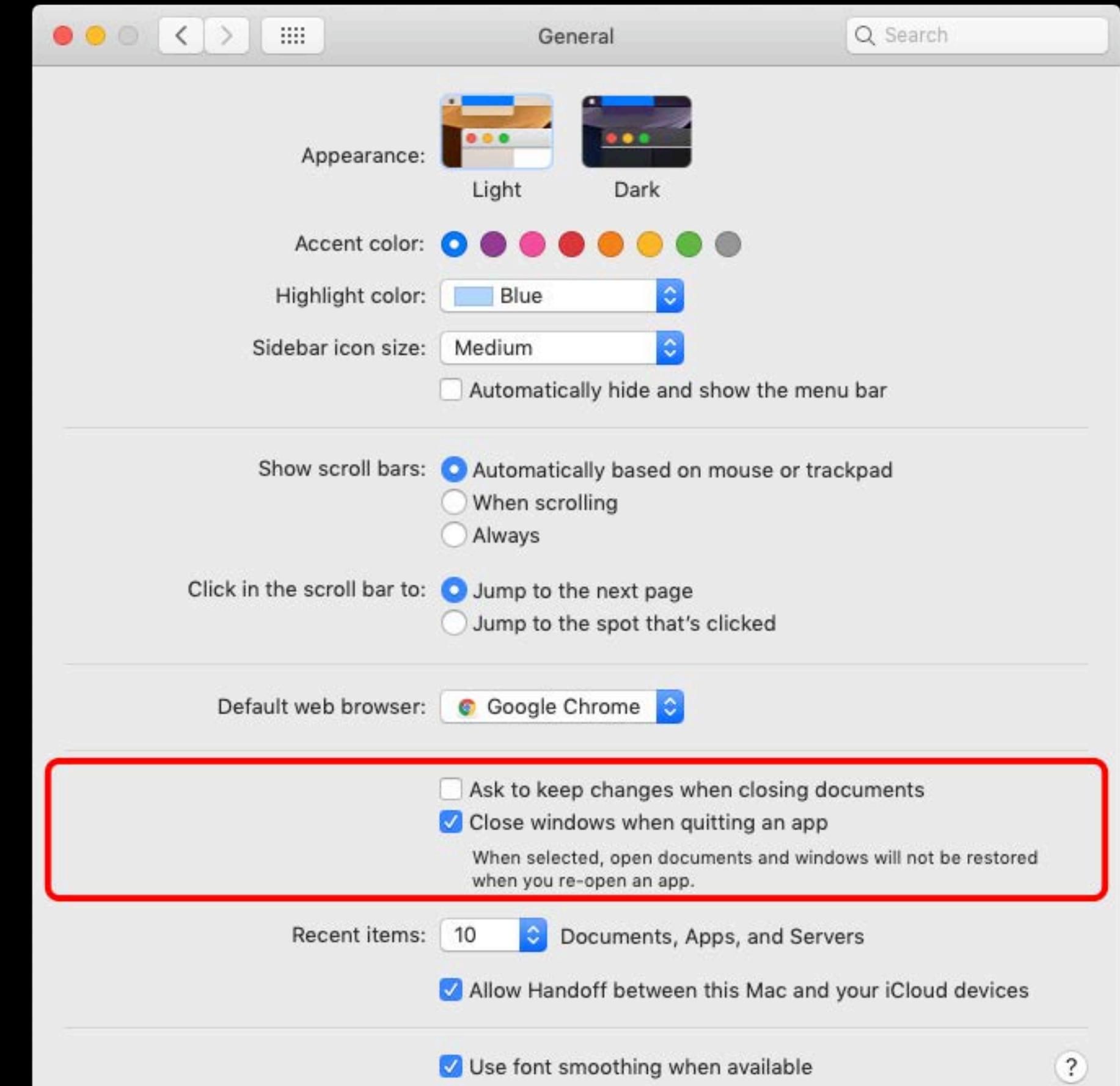
- Go to settings, for example by pressing Cmd+, (comma).
- Scroll all the way down.
- Click on 'Manage on startup pages.'
- Select 'Open the New Tab page.'



6

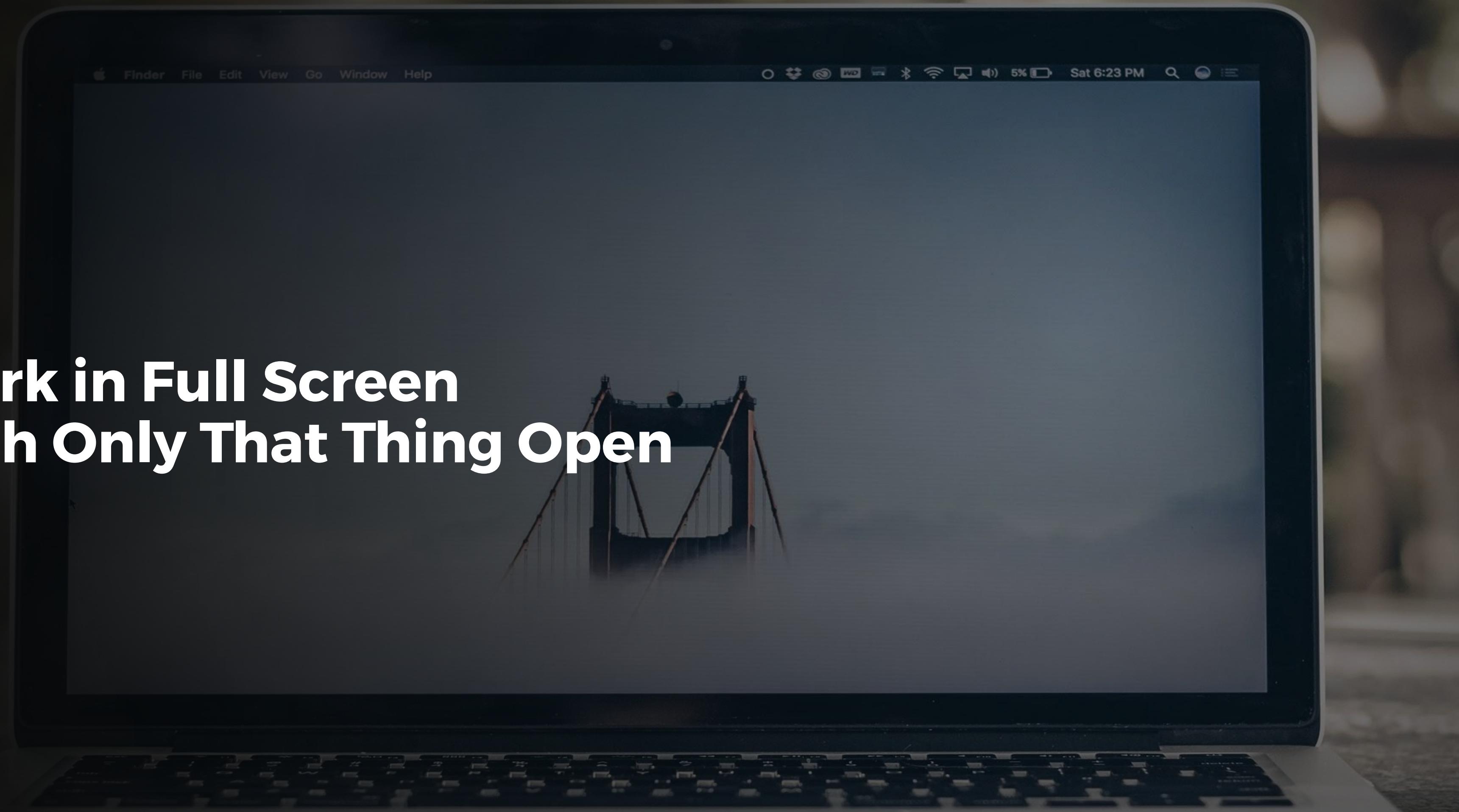
Disable Windows from Reopening After Restarting and Restart to Kill Clutter

- Click the Apple icon from the top left.
- Choose System Preferences.
- Click and Open General
- From General, Uncheck “Close windows when quitting an app”



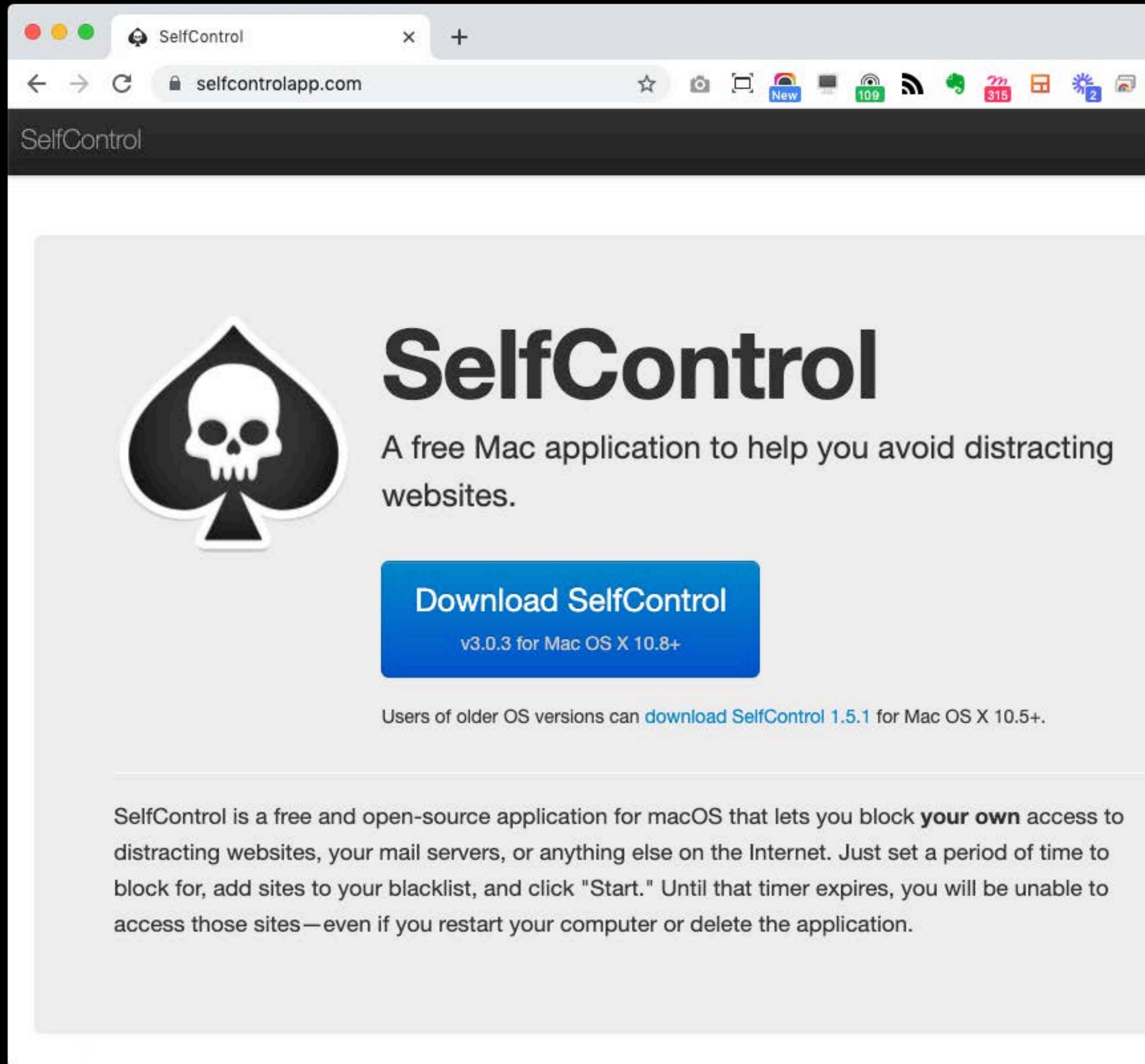
7

Work in Full Screen with Only That Thing Open



8

Use Self Control for Flow Blocks



9

Use Inbox When Ready to Save Yourself from Email



10

Use News Feed Eradicator

11

**Use Unroll.Me to
Clean Your Email**



unroll.me

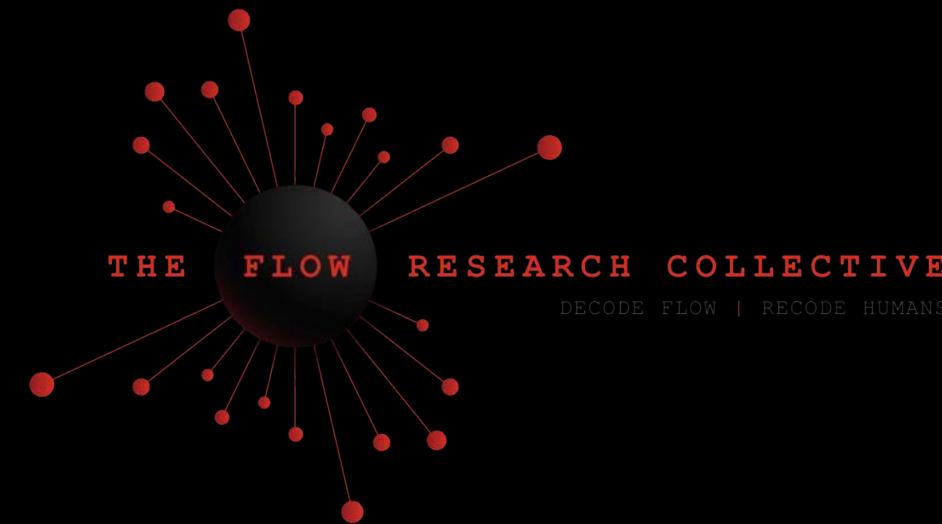
Exercise:

Get These Settings Implemented!



Download Workbook
to Get Started





Escaping Technological Slavery

Today's Gameplan

- 1 Defying 21st Century Technology Norms
- 2 How to Use Your Technology in a Flow Friendly Fashion
- 3 Embracing Short-Term Chaos for Long Term Gain

The Death of Unreachability and the Birth of “Always on”

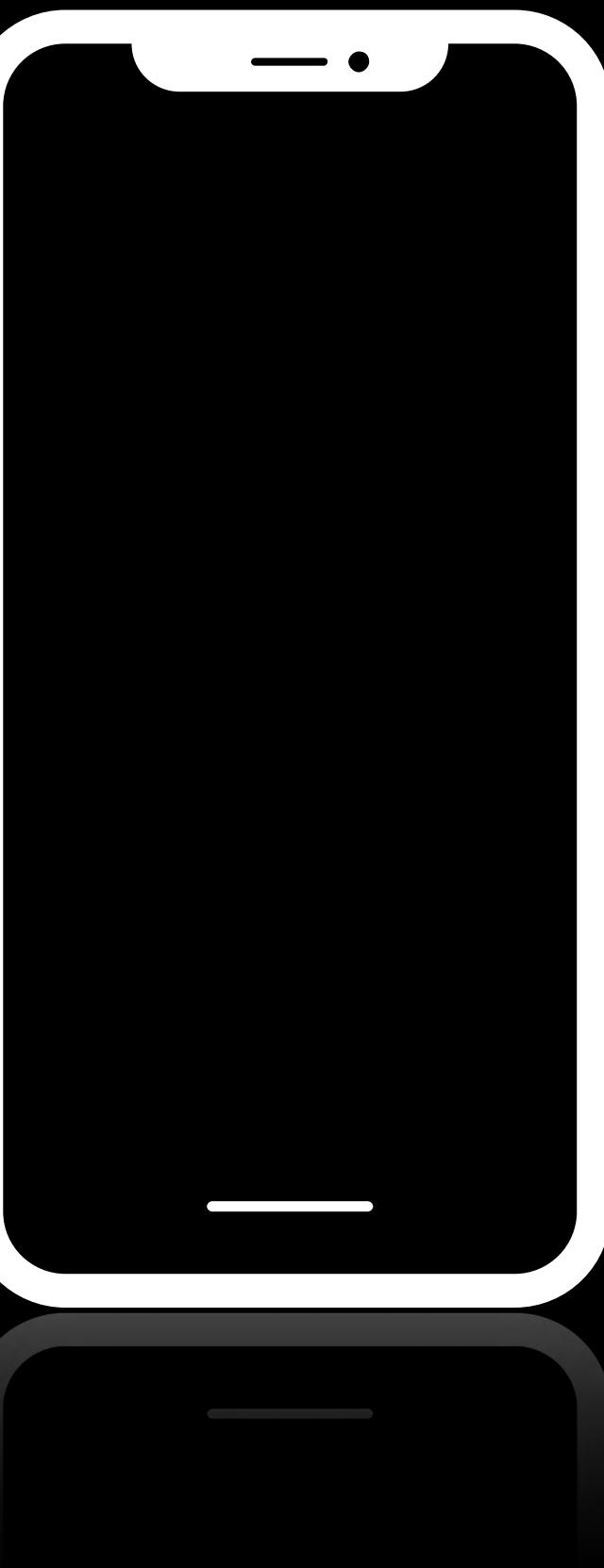
“ Our inventions are wont to be pretty toys, ”
which distract our attention from serious
things. They are but improved means to
an unimproved end.

— Henry David Thoreau

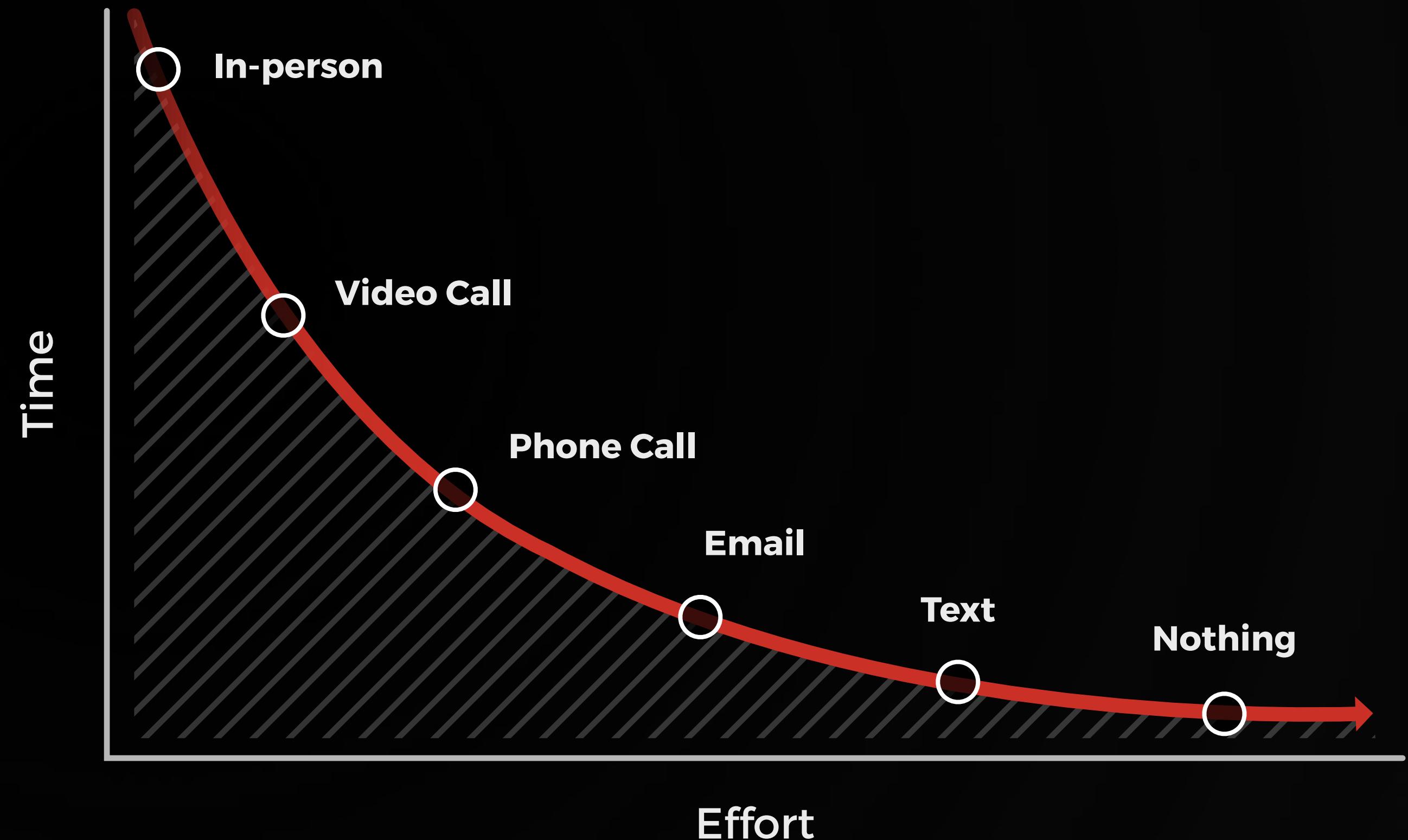
Batching: Emails, Texts, Calls, Social

Ideal (depends):

- Email Scan 1x per day
- Email Clearance 2x per week
- Inbox Folder Clearance 1x 24/48 hours



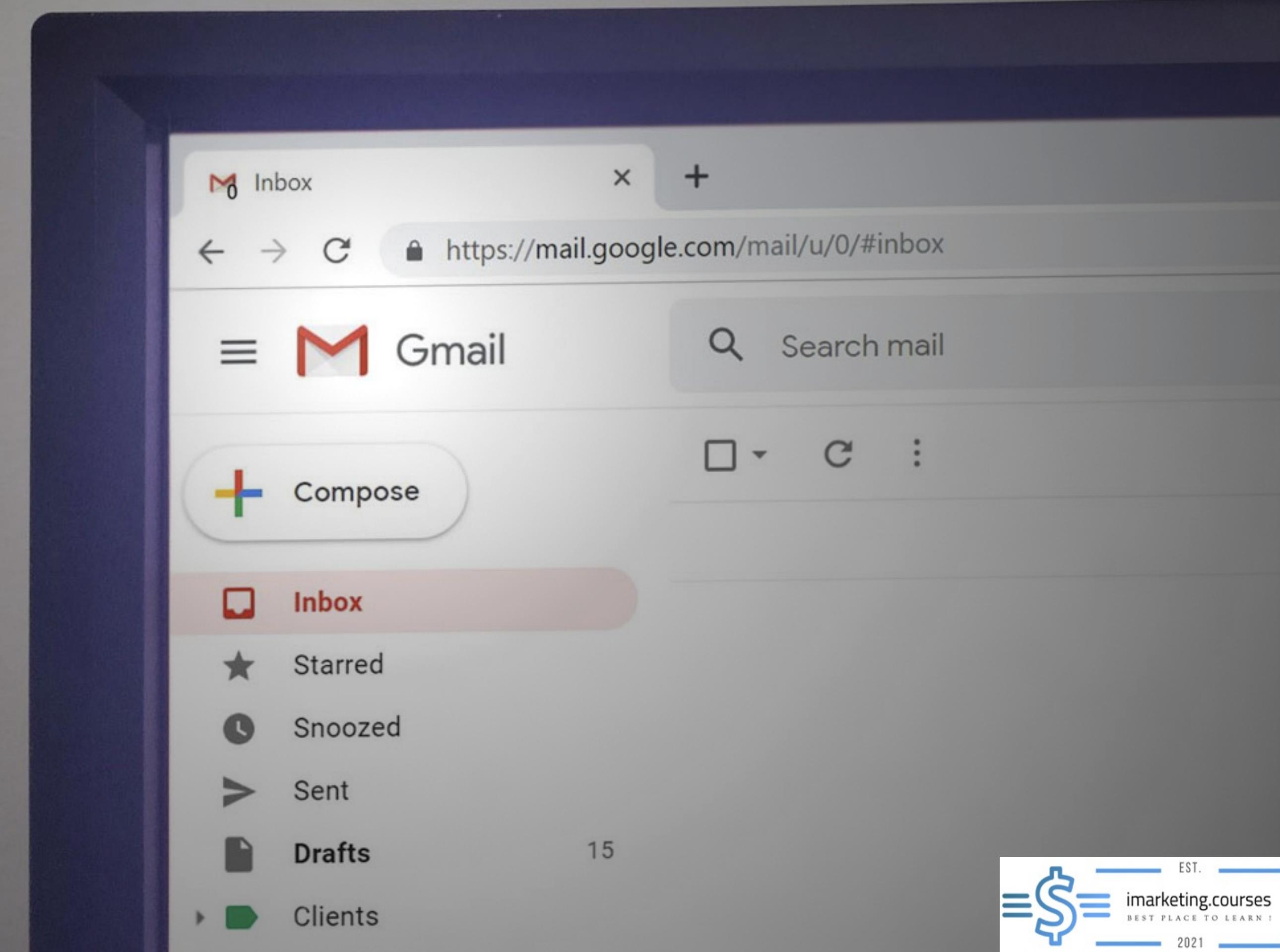
The Collapsing Meeting Strategy



Async Whenever Possible

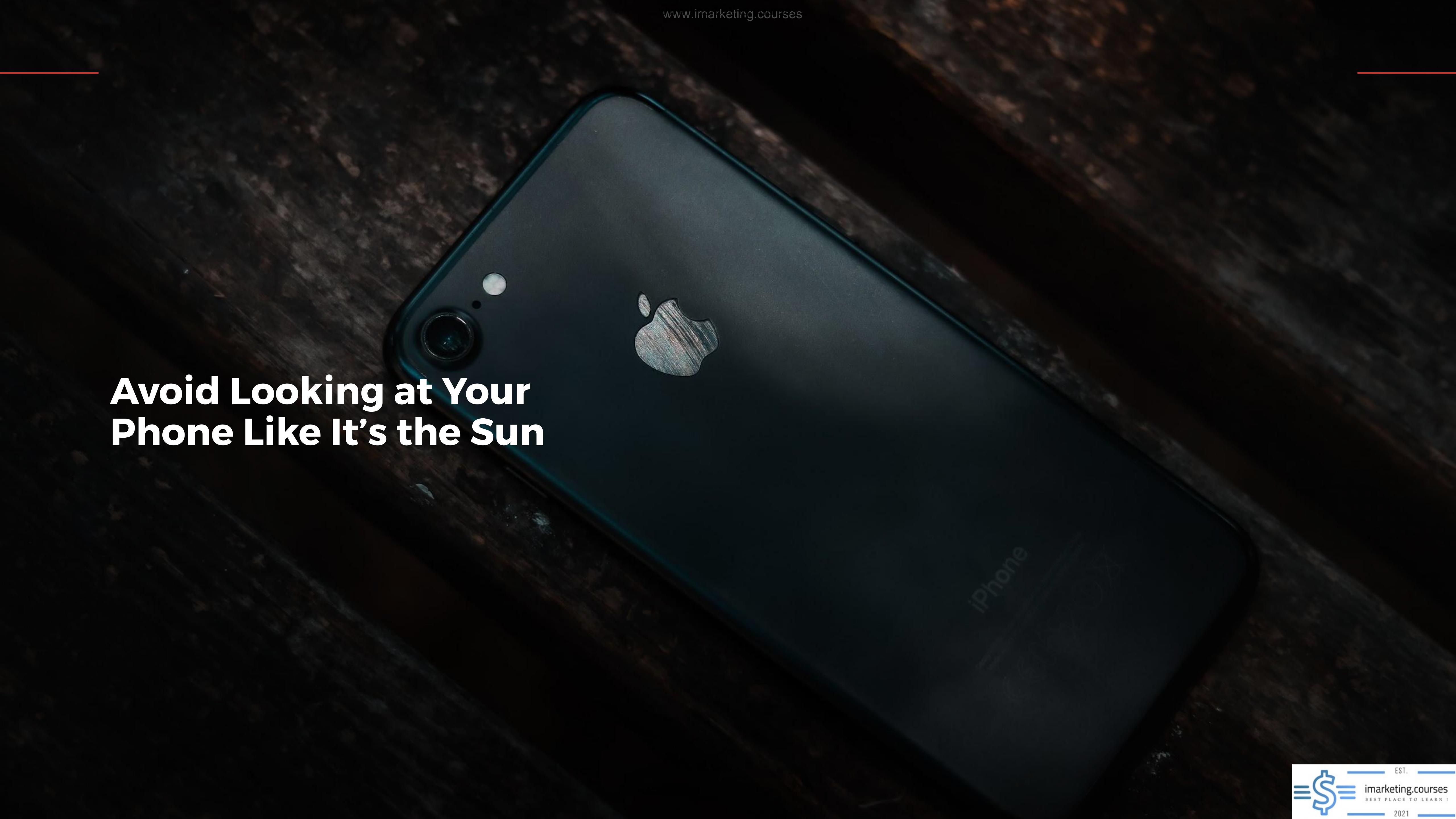


Focus It All to One Inbox



Living Life in Flight Mode





Avoid Looking at Your
Phone Like It's the Sun

Allow Chaos to Build up Within the Trivial to Accomplish the Meaningful



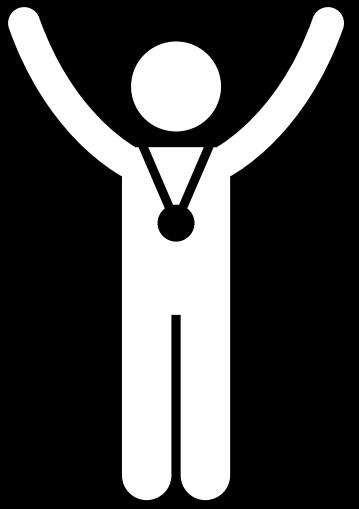
Keeps people "happy" with fast responses

Feels productive when responding to messages and **clearing inbox**

Distracted & overwhelmed

Life in struggle phase

Prizes the urgent and trivial



Impacts people through life's work

Measures productivity by output

Deep in flow

Life in flow state

Prizes the important and meaningful

Exercise:

Map Your New Digital Management Practices

- 1 Decide when you're going to batch email and how often
- 2 See what meetings you can collapse
- 3 Pick a cadence for phone checking



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