

Minimizing Distractions



Take a few minutes and review your many performance arenas. Consider those common things that distract you in these places and what simple things you can do to minimize these distractions.

Examples:

Arena:	Office Space
Common Distractions:	<ul style="list-style-type: none"> ■ Pop-ins ■ Instant messaging ■ Social Media ■ Email
Strategies to Minimize Distractions:	<ul style="list-style-type: none"> ■ Sign on door “Not Now” ■ Shut down phone during strategic projects ■ Shut down pop-ups ■ Take cord out of wall
Arena:	Reading Environment
Common Distractions:	<ul style="list-style-type: none"> ■ Too much clutter near couch ■ Time of day
Strategies to Minimize Distractions:	<ul style="list-style-type: none"> ■ Make sure everything around my reading space (couch or desk) is free of clutter ■ Pick times of the day where there is minimal traffic (perhaps when kids are in school) ■ Turn off the lights in the room and have a focused reading light ■ Put on comfortable clothes ■ Have a drink nearby ■ Shut down all electronics ■ Carve out this time on your calendar so people know not to disturb you

Your Turn:

Arena:	
Common Distractions:	
Strategies to Minimize Distractions:	

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