



Attention Management Tips

Delete apps you don't use

Reduce app notifications

Treat email as a to-do

Create a passive email account

Take regular micro-breaks

Practice decision minimalism

Send fewer emails

Unsubscribe from things you don't read

Focus on the 3 most important tasks daily

Manage desktop and home-screen notifications

Use the Pomodoro technique: 25 minute work blocks with 5 minute breaks

Clear desktop to neutral at the end of each day

Inject novelty into your work

Try task batching and group similar tasks to complete together

Try productivity apps (Forest or Quality Time)

Schedule uninterrupted time for flow

Delegate low value tasks where possible

Slow your email response rate. Not everything is urgent!

Pace, Place, Space: Pace your work, clear your place, make space for flow

Simplify by temptation bundling: hook challenging tasks to tasks you enjoy

Try inside-out scheduling:
1) Your priorities 2) Work priorities 3) Other tasks

Block unproductive websites

Block apps during focused work (Quality Time App)

Use the 10 minute rule: distractions allowed in 10 mins time

Close tabs and work in full screen

Try thought capturing: Jot down thought interruptions