

Track Your Interruptions and Distractions when you are concentrating on an important task.

You can use this record as a baseline measure

Then use a new copy to measure your changes every 3 days of so. Once you have identified one interruption that you want to reduce, work at that reduction and keep track on how often that interruption actually distracts you. Celebrate each reduction and when you believe you have changed that habit of allowing that particular interruption, consider working on a second one.

Put a checkmark, strike, or x in the space beside the particular type of interruption or distraction every time it happens. You can use every space or put several marks in one space. **Do it while you are concentrating on a work-related task for at least 20 to 30 minutes.**

Today's Date: _____ Start time: _____ Finish time: _____

Interruption/Distraction										Total # of marks
Not starting on time										
Procrastination										
Visits/messages from boss										
“ “ “ Co-worker										
“ “ “ Direct report										
“ “ “ Outside visitor										
“ “ “ Family member										
From (name)										
From (name)										
From (name)										
Mind wandering										
Checking your phone										
Checking your email										
Checking social media										
Worry – about past mistakes, blaming self, blaming others										
Worry – about future, imaging “worst case scenario”										
Taking phone calls (when focusing on your key task)										
Writing emails (when focusing on your key task)										
Attending unexpected meetings										
Other										
Total # of all interruptions & distractions while concentrating										

Now estimate the total time those interruptions & distractions took away from your concentration time.