

# Digital Distraction CHECKLIST

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GOODWIN



- Turn off notifications & alerts (batch them at set times)
- Set social limits & focused time according to your chronotype. Work in sprints, not marathons.
- Use 'Do Not Disturb' mode when you need to focus
- Keep devices out of sight when you need to focus
- Remove temptations off your home screen (or off your device)
- Maximise your windows to minimise temptations
- Go greyscale- go to settings and change the colour display

