HACKS FOR GETTING MORE DONE

Do you find yourself getting distracted when you work? Here are some ways to cut through that distraction and focus on your most important work:

- **Write down the Most Important Task for this working session** - write it on a sheet of paper next to your workspace, tack it on a bulletin board, or circle the To Do from your list in a big ol' red pen. Whatever it takes, make it obvious that this is what you're working on right now.

- **Silence your phone - or better yet, turn it off altogether**. That thing is a constant source of distraction, just calling out for you to check in on social media or play a quick app game (literally - it's probably pinging and beeping at you all day long with notifications!). Don't let it suck you in - unless you're expecting an actual emergency, turn it off altogether. If you need to be available in case your kid's school calls or something, then turn off all notifications except for the actual ringer on the phone.

- **Close all extra tabs.** It can be tempting to multi-task when you're working, by keeping open tabs for your various e-mail and social media accounts so you can be "checking in" while you're also creating content or products. But all that "multi-tasking" can really just be a distraction from the actual work you need to be focusing on. So close out all of the tabs except the one you need for the work you're doing right now. And if your work doesn't require the computer, close the laptop or turn off the screen so you won't be tempted to wander over to it whenever your work has a breaking point.

- **Set a timer.** If you're really battling it out with yourself to get work done, set a timer. Use pomodoro or an actual kitchen timer and tell yourself you're going to work for a set amount of time, and then you can take a break. The amount of time you set is going to depend on how you work best, but in general you probably want to keep it to about 30 minutes; any less than that and you might not get much done, but too much more than that and you might not be able to sustain it.

- **Set a quota.** Maybe you really need to get a certain amount of work done in order to stay on schedule. Maybe some days you're tempted to keep on pushing past that certain amount because you're already working and you figure you should keep going - but that can often lead to burn-out, and to more temptation to get distracted. Tell yourself you're going to work until X is finished - you decide what "X" is, but make it something that is not only realistic but also in line with your current goals. Then quit working when you finish X, whether it's before the usual end of your working time or not. Reward yourself for getting it done by giving

yourself a little extra break, and you'll be more likely to be extra productive in future working sessions. (Basically, you've got to give yourself the carrot on the stick!)

This worksheet is a companion to the following post: https://taraswiger.com/podcast38/