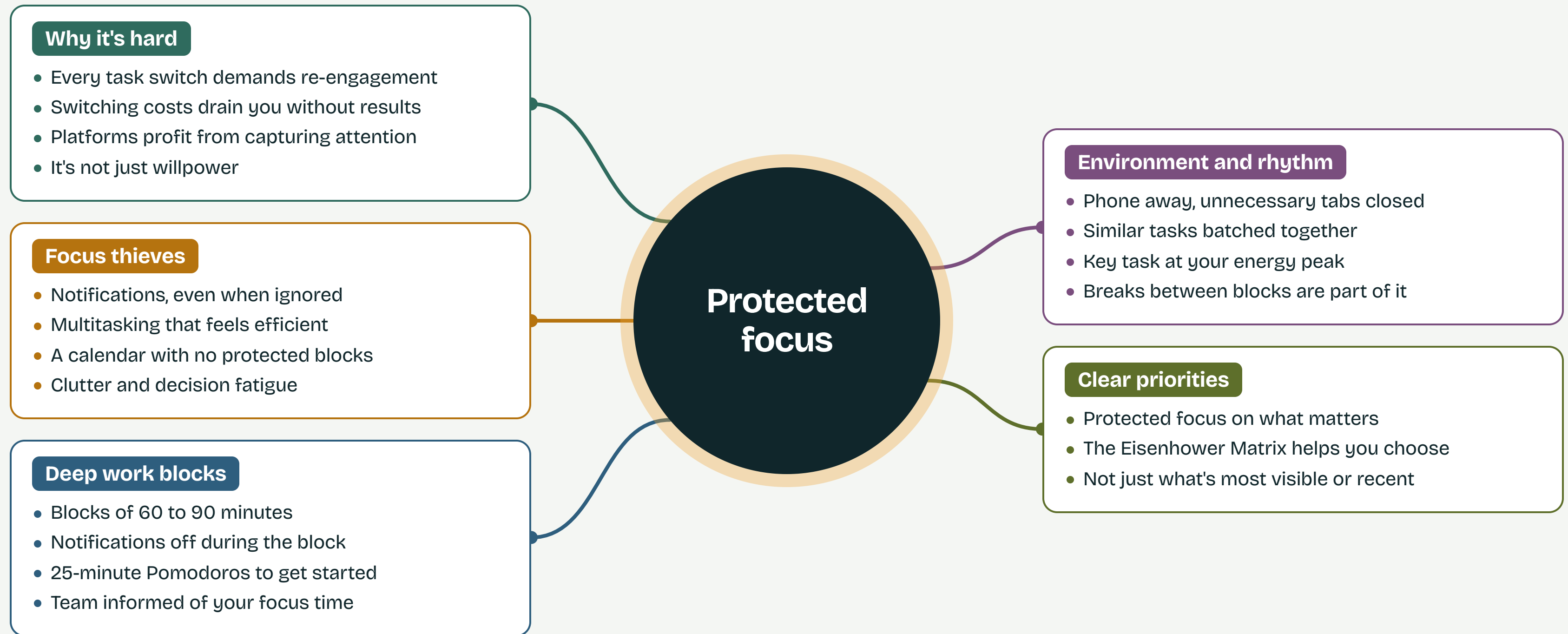


Protecting your focus from digital distractions



Action plan

1

Choose the most important task of the day

2

Block out 60 to 90 minutes

3

Turn off notifications and move your phone away first

4

Batch similar tasks, like emails and calls

5

Take real breaks between focus blocks

Key takeaway

Focus is less about willpower and more about environment: protect time blocks for what truly matters.