

## MODULE 4 SUMMARY

# *Disable Digital Distractions*

- Our brains and bodies are wired for novelty- it's what's kept us safe biologically. So alerts and notifications, sounds and movements easily divert our attention.
- You need to dominate digital distractions because they've been designed to divert your attention.
- Distractions trick your brain into thinking that everything is urgent and important (alert sounds, metrics, colour choices, flashing reminders have all been engineered to capture and control your attention).
- We find it harder to resist distractions when the diversion is appealing (dopamine overrides the logical part of our brain), when it taps into our desire for relational connection (being part of a tribe), or when we're tired, or in an aroused state (our sympathetic nervous system is activated).
- Reduce your mental load and likelihood of distractions by disabling non-essential distractions and limiting distractions to those that are necessary and at a time that suits you.

# MODULE 4

## *tasks*

### ● TRACK YOUR PRODUCTIVITY

As you implement some of this week's micro-habits, notice if it impacts your output. Are you any more productive by applying any of the micro-habits? Which habits have been effective to tame digital distractions?

### ● DIAGNOSE DISTRACTIONS

Observe which are your biggest tech temptations and distractions? Are there any days that you tend to be more distracted? Are there any time/s of the day when you're more likely to be distracted?

### ● CREATE STICKY HABITS

Use James Clear's model to create new habits. Cue (make it visible), crave (make it attractive), response (make it easy) and reward (make it satisfying). Do the opposite to modify unhealthy habits- remove the cue, make it unattractive, make it difficult and make it unsatisfying.

### NOTES-

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MICRO-HABIT

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# *Diabile Digital Distractions*

■ Proximity- keep your phone out of sight when you need to do focused, 'deep' work.

■ Remove your tech-temptations from your home-screen or desktop- create more friction.

■ Go 'greyscale' on your phone or tablet to minimise appeal. Google instructions on how to set it up on your phone and operating system.

■ Disable non-essential alerts & notifications.

■ Batch/bundle only essential notifications at a time or frequency that suits you. Keep only the essential notifications activated.

■ Go 'fullscreen' when working on a laptop or desktop computer to avoid tempting icons or windows.

■ Activate 'Do Not Disturb mode' when you need to do 'deep work' or are feeling overwhelmed.

■ Log out or close apps or windows after you've finished- creates more friction.



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MICRO-HABIT

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# *Diablo Digital Distractions*

Minimise tech use at night- your logical brain (frontal lobe) is off and your emotional brain (amygdala) is on.

Use tech prohibition tools like [RescueTime](#), [Freedom.to](#), (for Mac, Windows, iOS and Android), Serene (currently for Mac only but developing for Windows), Screen Time (iOS) & Digital Wellbeing (Android).

Use tech tools to limit going down the 'digital rabbit hole' such as [Forest](#), [Pocket](#), [Distraction-Free YouTube](#), [Newsfeed Eradicator](#), Siempo (currently for Android & coming for iOS).

Manage your inbox- make sure you access your 'Taming Email Masterclass' Bonus.



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*menu*

*HABIT # 1*

*HABIT # 2*

*HABIT # 3*

*HABIT # 4*

*HABIT # 5*

# Module 4

## *Important Notes*

DIGITAL  
*Wellbeing*  
RESET