INDISTRACtable

How to Control Your Attention and Choose Your Life
hook

1. Trigger
2. Investment
3. Action
4. Reward
Indistractable
Akrasia

“Acting against our better judgment.”
Traction

Distraction

Action

Traction
Traction

Distraction

Action

External Triggers

Traction
We must understand the discomfort we’re trying to escape.
Fix the source or learn to cope
Time management is pain management.

- Note the sensation
- Get curious
- Surf the urge
Traction
Distraction
Action
Internal Triggers
External Triggers
Traction
You can’t call something a “distraction” unless you know what it’s distracting you from.
Schedule **your days** or someone else will.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>6 - 7</td>
<td>Shower and prep</td>
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<tr>
<td>7 - 8</td>
<td>Breakfast with family</td>
<td>7 - 8</td>
<td>Breakfast with family</td>
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<tr>
<td>8 - 9</td>
<td>Commute</td>
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<tr>
<td>9 - 10</td>
<td>Label emails</td>
<td>9 - 10</td>
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<tr>
<td>9:30 – 11:30</td>
<td>Focus time</td>
<td>9:30 – 11:30</td>
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<tr>
<td>3:30 – 5:30</td>
<td>Office hours</td>
<td>3:30 – 5:30</td>
<td>Email time</td>
<td>3:30 – 5:30</td>
<td>Email time</td>
<td>3:30 – 5:30</td>
<td>Office hours</td>
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<tr>
<td>6:30 – 7:30</td>
<td>Dinner with friends</td>
<td>6:30 – 7:30</td>
<td>Dinner with family</td>
<td>6:30 – 7:30</td>
<td>Dinner with family</td>
<td>6:30 – 7:30</td>
<td>Dinner with family</td>
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<tr>
<td>7:30 – 8:00</td>
<td>Walk</td>
<td>7:30 – 8:00</td>
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<td>7:30 – 8:00</td>
<td>Walk</td>
<td>7:30 – 8:00</td>
<td>Walk</td>
</tr>
</tbody>
</table>
Make time for traction

- Plan the time (not the output)
- Get rid of low-value work
- Spend less time communicating and more time concentrating
There’s no time to think.

2 meetings @ 1 hour each = 2 hours

100 emails @ 2 min per email = 3 hours 20 min

1 hour 40 min for everything else

Source: Maura Nevel Thomas, “Work Without Walls”
Please do not disturb unless it is really important

For more ways to focus visit: NirAndFar.com/Focus
I am busy but you can disturb me

Please do not disturb unless it is really important

For more ways to focus visit: NirAndFar.com/Focus
Use “Do not disturb while driving” even when you’re not driving.
“What we fear doing most is usually what we most need to do.”
Hack back external triggers

- Ask “Is trigger serving me?”
- Adjust notifications
- Leave distracting devices out of meetings
Traction

Distraction

Internal Triggers

External Triggers

Action

Traction

External Triggers

Internal Triggers
Use tech to block out tech

Forest app

SelfControl (Desktop)
Get a focus friend to make distractions harder
Reduce distractions with pacts

Use tech to block distractions

But be careful!
Action

- Prevent distractions with pacts
- Hack back external triggers
- Master internal triggers
- Make time for traction
We can do this
Take the survey, *get the slides*

OpinionTo.us

@nireyal
NirAndFar.com