

# Keeping a distraction list

Sometimes, things we've forgotten pop into our heads when we're trying to work. These distractions can be powerful enough to cause to stop what we're doing and go attend their source. This means we leave what we're doing and have to come back to it later, having made little progress.

A distraction list is a very easy way to eliminate the power of cognitive distractions. Once you've written them down, you know they're safe and can deal with their cause later. This lets you keep your focus where it needs to be. It's important you keep your list in a book or physical sheet of paper that is separate from your main activity (i.e., not on your computer). This will ensure you don't get further distracted by switching windows.

<b>DISTRACTION</b> Make a note of the distraction <i>during</i> your current task.	<b>PLAN</b> Revisit this list <i>after</i> your current task is done and make a quick plan to deal with the distraction.
<i>I forgot to buy milk when I did groceries this morning.</i>	<i>Swing by the grocery store at 5:00.</i>

Note that this technique is helpful for cognitive distractions like to-do lists and things that you may have forgotten. For other distractions such as those listed to the right, taking a break might be the best thing.

- ❖ FATIGUE
- ❖ ANXIETY
- ❖ EMOTIONAL OVERWHELM
- ❖ LOW BLOOD SUGAR
- ❖ NOT ENOUGH MEDICATION
- ❖ REJECTION SENSITIVE DYSPHORIA