



TRACK AND REDUCE DISTRACTIONS

Learning with intention, and removing distractions, is a key to developing yourself, your relationship with others, and being prepared for the future of work. This Talent Transformation worksheet helps you identify and plan to eliminate distractions. The first worksheet helps you recognize distractions, and the following worksheet helps you develop a plan to reduce them.



TRACK DISTRACTIONS

We are interrupted by so many distractions which impact our ability to learn. The following worksheet provides a log, with the first row as an example, to help you reflect on the types of interruptions that distract you.

Time	What was the distraction?	How did you feel?	Ideas to eliminate this distractor

Time	What was the distraction?	How did you feel?	Ideas to eliminate this distractor



REDUCE DISTRACTIONS

The following worksheet provides helps you develop a plan to reduce and hopefully eliminate distractions. The previous worksheet helped you recognize the distractions that are interrupting your ability to learn and achieve your goals.

It is important to recognize the value of not being distracted. Advertisements, social media, and our devices use algorithms to constantly battle for our attention. If we allow ourselves to be distracted by offers, social media, emails, and compelling videos of cats we'll never reach our goals. This worksheet will help you chart out the activities that will do, and plan for to eliminate valueless distractions. In the table below list the distractions that you must eliminate to meet your goals. For example, is it your phone's notifications that cause most distractions? Or unwanted calls? Or your learning environment bustling with people causing distractions?

	What is distracting you?	How do you plan to eliminate this distraction?
1		
2		
3		
4		
5		