

Reclaiming Focus: Identifying and Breaking Distractors Worksheet

This worksheet is designed to help you identify your key distractors and develop actionable strategies to break the habits of social media, online gaming, binge-watching, and other activities that pull you away from meaningful engagement. By following this step-by-step guide, you'll be able to create a plan to reclaim your focus and achieve greater balance in your life. If you need additional guidance, reach out: www.josephbowers.com/contact.

Part 1: Self-Assessment of Current Habits

1. Identify Your Top Distractors

(Check all that apply and add any others that you recognize)

- ☐ Social Media (Facebook, Instagram, TikTok, etc.)
- ☐ Online Gaming
- ☐ Streaming/Binge-watching (Netflix, YouTube, etc.)
- ☐ Browsing the Internet
- ☐ Checking Email Too Often
- ☐ Texting or Instant Messaging
- ☐ Other (Please specify): _____

2. Estimate Time Spent on Each Activity

For each identified distractor, write down the estimated number of hours you spend on it per day:

- Social Media: _____
- Online Gaming: _____
- Streaming/Binge-watching: _____
- Browsing the Internet: _____
- Other: _____

3. Reflection

How do you feel after spending time on these activities? (e.g., tired, satisfied, anxious, etc.)

How do these activities affect your focus and productivity?

Part 2: Clarifying Your Goals

1. Identify Areas of Your Life Where You Want to Reclaim Focus

(Check any that apply)

- ☐ Work/Professional Development
- ☐ Hobbies or Creative Pursuits
- ☐ Personal Growth or Learning
- ☐ Fitness/Health
- ☐ Relationships
- ☐ Other (Please specify): _____

2. What Would You Like to Achieve by Reducing Distractions?

Write down 2-3 key goals (e.g., "I want to focus more on my personal health," "I want to read more books," "I want to start a new hobby"):

Part 3: Breaking the Habit of Distraction

1. Identify Triggers

What triggers your urge to engage in distracting activities?

(Check all that apply)

- ☐ Boredom
- ☐ Stress/Anxiety
- ☐ Avoidance of Tasks
- ☐ Seeking Instant Gratification
- ☐ Social Connection (via apps)
- ☐ Other: _____

2. Interrupt the Habit Loop

Next time you feel the urge to reach for a distractor (social media, gaming, etc.), try one of the following alternatives:

- Take 5 deep breaths and ask yourself, "Is this a good use of my time right now?"
- Go for a short walk or stretch for 2-5 minutes.
- Jot down a quick "to-do" task or idea related to a goal you want to work on.
- Set a 10-minute timer and focus on a meaningful task before allowing yourself to indulge in a distraction.

3. Set Boundaries with Technology

Implement these strategies to limit time spent on distractions:

- Set time limits on apps (e.g., 30 minutes of social media per day).

- Use apps that block distraction during work periods (e.g., Focus, StayFocusd).
- Schedule distraction time – set specific times of the day to enjoy social media or TV, and stick to that schedule.
- Turn off notifications on non-essential apps.

Part 4: Building Accountability and Support

1. Find a Professional Coach or Accountability Partner

Name someone who can help keep you on track (e.g., a friend, family member, or colleague):

2. Set Regular Check-Ins

Schedule weekly or bi-weekly check-ins with your accountability partner to discuss your progress and challenges.

3. Reward Yourself

Choose a reward for successfully sticking to your distraction-reduction goals.

(Examples: a favorite snack, a fun outing, an extra hour of relaxation time, etc.)

My reward for staying focused will be: _____

Part 5: Reflection and Progress Tracking

1. Daily Reflection

At the end of each day, ask yourself:

- How many hours did I spend on distractions today?

- What meaningful activities did I engage in today?

2. Progress Tracking (Weekly)

At the end of each week, reflect on your progress and make any necessary adjustments:

- Did I meet my distraction-reduction goals this week?

☐ Yes ☐ No (Why or why not?)

- What was the most effective strategy I used to stay focused?

- What will I do differently next week?
