

Distraction Assessment

| Environmental | Mental | Physical |
|--|--|--|
| <input type="checkbox"/> Do you have notifications on for email or have email open on a second screen or window? | <input type="checkbox"/> Do you check email more than once per hour? | <input type="checkbox"/> Do you find yourself taking many breaks to get coffee or food? |
| <input type="checkbox"/> Do you get distracted by people walking by? | <input type="checkbox"/> Do you check your phone more than once per hour? | <input type="checkbox"/> Do you drink less than 3 cups of water a day? |
| <input type="checkbox"/> Do you get many telephone calls that interrupt you? | <input type="checkbox"/> Do you check your phone when you wake up and/or when you go-to bed? | <input type="checkbox"/> Do you get less than seven hours sleep? |
| <input type="checkbox"/> Do office mates interrupt you? | <input type="checkbox"/> Are you impulsive? | <input type="checkbox"/> Are you challenged with headaches or body aches on a regular basis? |
| <input type="checkbox"/> Do you often have back-to-back meetings? | <input type="checkbox"/> Do you watch the news or check social media first thing in the morning? | <input type="checkbox"/> Are you frequently cold or hot? |
| <input type="checkbox"/> Is your work-space noisy? | <input type="checkbox"/> Do you hold on to arguments with others? | <input type="checkbox"/> Do you go more than 3 hours without a break? |
| <input type="checkbox"/> Is your workspace cluttered? | <input type="checkbox"/> Do you have random thoughts that distract you? | <input type="checkbox"/> Do you eat lunch at your desk? |
| <input type="checkbox"/> Do you mostly respond to text messages in less than 5 minutes? | <input type="checkbox"/> Do you check your phone at stoplights or while driving? | <input type="checkbox"/> Do you often feel stressed or overwhelmed? |
| <input type="checkbox"/> Do you answer text messages while with others? | <input type="checkbox"/> Do you get stressed if you forget your phone? | <input type="checkbox"/> Do you often feel tired? |
| <input type="checkbox"/> Do you get caught up in social media? | <input type="checkbox"/> Do you find yourself repeating a task because you forgot what you were doing? | <input type="checkbox"/> Do you drink more than 2 cups of coffee a day? |

Results:

0–5: Hermit – You are either 5 years old or living under a rock. You have opted out of technology and live in a remote location interacting with few people and have little responsibility outside of yourself living a simple and humble life.

6–10: Wizard – You are doing a good job in managing your self-care, taking charge of your environment, and maintaining your mental resilience. You have deliberate strategies that support your success and you are consistent in applying them.

10–15: Hamster– You are constantly moving, busy in fact but not making great progress. You make lists and you get a lot of stuff done. It is not yet affecting your day to day productivity but it is impacting your long term growth.

16–20: Squirrel – You take on more than you should and are constantly interrupted by your own thoughts. Be aware that your distracted state is starting to effect your social interactions due to a lack of presence and attention, it is effecting the quality of your work and creativity is dwindling.

21–26: Deer in The Headlights – You recognize that you are distracted but you do not do anything about it. The technology, workplace and other responsibilities have drained you of purpose, creativity and left you overwhelmed and frozen like a dear in the head-lights.

27-30: Zombie – You are unconsciously lost and at the effect of your environment, you take little to no care of yourself and your impulsive, forgetful, frustrated and overwhelmed most of the time.

The 1st step to change is awareness – so acknowledge yourself for being honest and recognizing the things and categories that distract. Now you have to break those behaviors and own it by taking action.

Check your email for a Distraction Tracking exercise that will help you get even more specific awareness around what is distracting you day to day and create an action plan to reduce and/or eliminate those distractions.