FOCUS AND PRODUCTIVITY

Focus Blocks

Get real work done with your phone out of reach.

STEP 1 · START HERE

Put the phone in another room or your car before you start.

1. **Put the phone in another room** or your car. Out of sight works better than face-down.
2. **Write the very next step** of your task on paper, something you can see yourself doing.
3. **Work for 25 to 45 minutes.** Use a kitchen timer if you can.
4. **Take a 5-minute break that isn't a screen:** stretch, walk, or get water.
5. **Check messages at planned times**, for example every two hours.

When the urge comes mid-block

Write the thought on paper and keep working. It will still be there at your break.

Make it easier

- Turn on a Work Focus or Do Not Disturb with only essential people allowed (see the setup guides).
- Tell coworkers you're checking messages at set times. People adjust faster than you think.
- If your job needs your phone, hide social apps during work hours instead.

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