




FREE WORKSHEET

The Distraction Audit Worksheet

Identify your top 5 distraction triggers and build a personal blocking strategy using cognitive-behavioral techniques.

Use this worksheet when:

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| • You lose focus often during deep work | • You want to understand the real triggers |
| • You need a practical blocking plan | • You want fewer reactive workdays |



FocusLab - practical tools for calmer attention and deeper work.

Why audit distractions?

Distraction is not only a lack of discipline. It is usually a pattern: a trigger appears, the brain seeks relief or stimulation, and attention moves away from the work. This worksheet helps you identify the pattern, interrupt it, and design a better response.

The core idea

Do not start by asking, "How can I force myself to focus?" Start by asking, "What repeatedly pulls my attention away, and what system can block it before it happens?"

The 4-step audit method

Step	Action	How to use it
1	Notice	Track when your focus breaks. Do not judge it - just collect useful data.
2	Name	Give the distraction a clear label: phone, email, noise, hunger, boredom, anxiety, unclear task.
3	Find the trigger	Identify what happens right before the distraction: time, emotion, environment, task difficulty, or notification.
4	Block or replace	Create a practical barrier, replacement behavior, or environment change.

Quick rule

A good anti-distraction system should make the desired behavior easier and the distracting behavior harder. Small environmental changes often beat big motivational promises.

Step 1 - Capture the distraction pattern

For one normal workday, fill this log. The goal is not perfect tracking. The goal is to see the repeated moments where attention leaks.

Time block	Planned work	Actual distraction	Feeling / need	Next adjustment
Morning				
Midday				
Afternoon				
Evening				

Observations from the day

Step 2 - Identify your top 5 distractions

Choose the five distractions that cost you the most attention. Focus on what repeats, not what happens once.

Distraction	When it happens	Trigger	Cost	Blocking strategy
1.				
2.				
3.				
4.				
5.				

How to rate cost

Use "cost" to describe the damage: 5 minutes lost, 30 minutes lost, emotional stress, task switching, lower-quality thinking, or abandoning the task completely.

Step 4 - Your distraction control plan

Use this final page as your operating plan for the next seven days.

Prompt	Your answer
My biggest distraction is:	
The trigger usually appears when:	
The cost of this distraction is:	
My blocking rule is:	
My replacement behavior is:	
I will review this plan on:	

Minimum version for busy days

Before starting work: remove one obvious distraction, define the first task, set a 25-minute timer, and keep a capture list for stray thoughts. That is enough to begin.

7-day review notes

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