Virtual First: Focus check-in

Distraction Scorecard

? **What's stealing your attention?** Do a quick audit of a typical workday and be honest about what's eating into your productivity.

Give each potential distraction a score to see where you need to make tweaks.

2 = *Big-time distraction*
1 = *Not so much*
0 = *Not at all / not applicable*

During your workday

Meetings:

Email:

Team chat platforms:

Conversation threads or project channels:

Email or app alert:

Shared doc notifications

Other:

Within your workspace

TV and movies:

Podcasts:

News / digital radio:

Family members / roommates:

Social media:

Pets:

Other: