

Identify a problem that you are facing (Bad outcome/symptom)

- I have a problem with distracting myself during work sessions

Walk the factory line

- Sometimes I get something I am curious about and the urge to search it
- I get out of my chair when in a G work session not only to go to the bathroom but to passe around, to go the kitchen, etc
- I sometimes eat while working or try to multitask something when it doesn't require a whole lot of energy and can be done while doing something else(e.g. Deleting the products I've put by mistake in WP and changing the headlines of the book at the same time)
- I focus better when I don't listen to anything
- I usually get distracted and lose when I get bored, when I have the urge to eat or do something else, when I'm tired and don't want to eat, and when someone talks to me while working.

Ask why until you find the root causes. Use outside resources if needed

- I get the urge to do something because I don't focus 100% in the task, if I try my hardest to focus I suddenly forget that urge.
- I let myself get distracted and follow that urge by standing up from the chair.
- The task is boring because I don't have an important reason behind it in my mind, if I said I MUST do this boring practically useless task so that I can earn \$18,000, then my mind wouldn't think it was boring.
- I think I'll do the task faster by multitasking, when in reality I don't do it any faster.
- I work at home and my family sometimes distracts me.

Create or update your strategy and tasks to solve the problem and get your outcome

- Before I sit down to work I must say the important reason why I must do this task and how it is connected with my life-goals.
- Whenever I get an urge to do something else I must put all my brain power and try to focus as hard as possible in the task at hand so that I forget it.
- Set multitasking as a taboo that I don't do.
- Try working in the library and see if I focus more, if I get done more, and if the time commuting is worth it.