# Checklist to Get Focused

☐ Meditate or stretch for several minutes away from your workspace before beginning to work.

☐ Grab your drink(s) of the day: water, tea, coffee, kombucha etc.

☐ Organize your workspace so you only have what you need for the project in front of you.

☐ Get your feng shui in order by setting the lights, curtains and blinds to your liking.

☐ Get comfortable in the workspace by adjusting your chair or monitors.

☐ Turn off unnecessary notifications on your computer.

☐ Set a timer on your phone for the period you plan to work diligently for.

☐ Turn off all notifications on your smartphone, and place it out of sight.

☐ Pick a playlist that will help you focus, but make sure it won't distract you.

☐ List priorities or project steps.

1. _____
2. _____
3. _____
4. _____
5. _____