

PRE-WORKSHOP WORKSHEET · 5 MINUTES

The Distraction Audit

Every recurring interruption in your study day — written down, tagged, and given a plan. You can't fix what you've never counted. Do this before the workshop and Part 3 will hit ten times harder.



NEUROGENETICS INSTITUTE · 2026

neurogeneticsinstitute.com

SECTION 01

How the Audit Works

Think of one normal study day — yesterday works. List every interruption that actually happened (not the ones you plan to avoid "next time"). Then tag each one with one of three moves:

Remove

It goes, completely, during study blocks. Notifications off, app off your home screen, or off the device. **Remove is the default answer** — most interruptions earn nothing.

Reduce

It can't go (family dinner, the dog, a job) — so it shrinks. Fixed times, shorter, batched, moved away from your deepest blocks.

Redirect

The urge is legitimate, the timing is wrong. It gets a scheduled slot — messages at 5:30, the video after the last block — so it stops leaking into everything.

The Rule

Every interruption you keep gets a *pre-decided response*: "When it appears, I will ___ instead." An interruption without a pre-decided response always wins. You'll write that sentence for your top interruptions in Section 2 — and remember the cost while you write: each switch taxes your working memory for **minutes**, and full refocus takes a lot longer than the interruption lasted.



SECTION 02

The Interruption Log

One row per interruption. Tag each: **Remove** · **Reduce** · **Redirect** Then write the plan — what happens instead, exactly.

AUDIT ACTIVITY

Include the "small" ones — pings, siblings, hunger, daydream loops. They're the ones that add up.

01

02

03

0 4

0 5

0 6

0 7

08

09

10



SECTION 03

Device Deep-Dive

The laptop paradox: the device your schoolwork needs is the device most of your interruptions live on. Give it its own audit. (We'll build on this in Part 4 of the workshop — blockers, tabs, notification schedules.)

AUDIT ACTIVITY

Distance beats discipline — but settings matter too.

THE 3 APPS THAT PING ME MOST (AND THEIR NEW SETTING)

MY PHONE'S HOME DURING STUDY BLOCKS

MY MESSAGE-CHECKING SLOTS (TIMES PER DAY)

AUDIT ACTIVITY

Same device, two modes. The setup decides which one you're in.

BROWSER BLOCKER I'LL INSTALL + WHEN IT RUNS

MY TAB RULE

NOTIFICATIONS ON THIS MACHINE: ON OR OFF?



SECTION 04

People, Places & Thoughts

Not every interruption has an app icon. Siblings, noise, hunger, and your own wandering mind all count — and all three moves still apply.

AUDIT ACTIVITY

Three slots — people/place, body, and mind.

PEOPLE & PLACE (SIBLINGS, NOISE, SHARED SPACES) → MY REDUCE OR REDIRECT PLAN

BODY (HUNGER, TIREDNESS, FIDGETING) → MY PLAN

MIND (WORRY LOOPS, 'QUICK IDEA' URGES) → MY REDIRECT PLAN

Headline Findings

MY TOP 3 REMOVES STARTING THIS WEEK

MY SINGLE BEST REDIRECT (URGE → SCHEDULED SLOT)

TOTAL MINUTES PER DAY MY AUDIT SAYS I'M LOSING

