

DISTRACTION DETOX CHECKLIST

Eliminate 90% of Your Habitual Distractions in Just 15 Minutes

by Chad Earhart | Fog to Focus to Free

Research shows that 90% of our distractions come from just 10% of our habits.* This checklist targets those high-impact distractions so you can reclaim your focus TODAY.

*Pareto Principle (80/20 Rule) applied to productivity research. Source: Koch, R. (2011). The 80/20 Principle: The Secret to Achieving More with Less. Crown Business.

How to Use This Checklist:

Set aside 15 uninterrupted minutes. Go through each section and check off items as you complete them. Don't try to be perfect—even completing 50% of these items will dramatically improve your focus.

Why These Specific Distractions Matter:

■ NOTIFICATIONS

Average person checks phone 96 times/day. Each interruption costs 23 minutes of focus recovery time.

■ VISUAL CLUTTER

Your brain processes everything in your visual field. Clutter creates cognitive load that drains mental energy.

■ AUDITORY INTERRUPTIONS

Even brief sounds trigger your brain's threat detection system, hijacking focus for 5-10 minutes.

START HERE: Grab your phone and follow the checklist on page 2. Then tackle your workspace on page 3. Your future focused self will thank you!

PHONE & DIGITAL DETOX

LOCK SCREEN&NOTIFICATIONS

- Turn off ALL non-human notifications (news, games, social media, promotions)
- Keep only calls, texts from contacts, and calendar alerts
- Disable lock screen notifications (no previews showing on locked screen)
- Turn off badge app icons (those red notification bubbles)
- Enable Do Not Disturb from 9pm - 8am (customize your times)
- Set up Focus Modes for work time (iPhone) or Digital Wellbeing (Android)
- Remove email from phone OR set to manual fetch only (no push)
- Disable vibration for non-urgent apps
- Turn off notification sounds except for calls/texts from favorites
- Remove smartwatch notifications except calls and critical alerts

APP ORGANIZATION

- Delete apps you haven't used in 30 days
- Move social media apps to a folder on page 3 or later (out of sight)
- Remove all games from your phone OR move to hidden folder
- Keep only essential apps on home screen (max 12 apps)
- Remove email app from home screen (access through search when needed)
- Turn off auto-play for videos on all social media apps
- Log out of time-wasting apps (add friction to access them)
- Use grayscale mode during focus hours (makes phone less appealing)

SOCIAL MEDIA SETTINGS

- Turn off all Facebook/Instagram/Twitter/TikTok notifications
- Unfollow accounts that make you feel bad or waste your time
- Set daily time limits (iPhone: Screen Time, Android: Digital Wellbeing)
- Delete social media apps and use browser version only (adds friction)
- Turn off autoplay for reels/stories/videos
- Unsubscribe from promotional emails (use unroll.me or similar)

EMAIL & MESSAGES

- Unsubscribe from newsletters you don't read (be ruthless)
- Turn off email notifications completely (check email on YOUR schedule)
- Create email rules/filters to auto-sort promotional emails
- Set specific times to check email (e.g., 10am, 2pm, 5pm only)
- Leave group chats that don't serve you

WORKSPACE & PHYSICAL DETOX

DESK SETUP

- Clear everything off desk except current project materials
- Put phone in another room OR face down in drawer during focus time
- Close all browser tabs except the one you're working on
- Close all apps except the one you're using right now
- Use full-screen mode to eliminate visual distractions
- Position monitor to avoid seeing movement/people behind you
- Remove or cover clocks if they make you anxious about time
- Keep a notepad nearby for "parking lot" ideas (write them down, address later)

VISUAL DISTRACTIONS

- Face wall or corner (not window, door, or high-traffic area)
- Remove decorations/photos from immediate sight line (periphery is OK)
- Close door or use "focus mode" signal (headphones, sign, etc.)
- Organize cables/cords out of sight (visual clutter = mental clutter)
- Use desk lamp to create focused light pool (dimmer surrounding area)
- Remove any TV/screen from your workspace

SOUND & ENVIRONMENT

- Use noise-canceling headphones or earplugs during deep work
- Play focus music (instrumental, binaural beats, or white noise)
- Silence or turn off all computer notification sounds
- Communicate focus hours to family/roommates (set boundaries)
- Control temperature (slightly cool = better focus than too warm)

TOOLS & SUPPLIES

- Keep water bottle at desk (dehydration kills focus)
- Have all needed supplies within arm's reach before starting
- Use website blockers during focus time (Freedom, Cold Turkey, etc.)
- Set up "focus trigger" (specific playlist, lighting, ritual)

- Use Pomodoro timer or similar (25 min work, 5 min break)
- Keep healthy snacks nearby (avoid sugar crashes)

YOUR DISTRACTION-FREE SCORECARD

Count how many boxes you checked. Total possible: 49

YOUR SCORE: _____ / 49

0-15	HIGH RISK ZONE	Your distractions are stealing your dreams. Start with just 5 items today.
16-30	GETTING THERE	You're making progress! Keep going—each item compounds your focus.
31-40	STRONG FOUNDATION	You're in the top 20% of focused individuals. Fine-tune the rest.
41-49	FOCUS MASTER	You've eliminated most distractions. Maintain these habits!

What's Next?

This checklist is powerful, but it's just the beginning. To truly master focus and accomplish your biggest goals, you need a complete system.

- **Read FOCUS!** Get all 10 strategies for overcoming distractions
Available at fogtofocusquiz.com/focus-book

- **Fog to Focus Accelerator** 90-day program with coaching & accountability
Transform your productivity: fogtofocusquiz.com/accelerator

- **1-on-1 Coaching** Personalized strategies for YOUR unique challenges
Book a "Lasered in" call: fogtofocusquiz.com/focuspocus

"Focus Pocus! You're on your way to distraction-free productivity."