

4 Ways to Drive Distractions Away!

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Strategies to Help You Stay Focused and Productive



[Time slips away](#) from all of us.

The phone rings. A new email arrives. A colleague stops by to chat.

Before we know it, the end of the day is upon us and **NOTHING** has been accomplished.

Motivation is the BIGGEST procrastination killer!

All you need is a little focus and direction to drive distractions away.

Here are **four ways to overcome common mental roadblocks**.

1. Make a to-do list, but don't over-stuff it!

Create a list and make it manageable.

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Don't cram in dozens of tasks that will be impossible to complete in a day. In fact, make a point to cross at least one item that's not worth doing off your list. Whether it's unimportant busywork, old ideas that don't work, or something you can delegate to better hands, your list will speak more clearly to you, and you'll feel a lot better.

2. Wait to check your email in the morning.

When you arrive at your desk, give yourself some time to focus on the day ahead. Make that to-do list, return a phone call, or get a jump on an important project.

Sifting through email - especially when you first arrive at work - can pull you in different directions and clutter your mind. **Put email on hold** - at least for an hour.

3. Act quickly on new ideas.

Act on ideas - and act on them fast!

Don't convince yourself that you can't act until you've researched every possible alternative. This is a procrastination tactic, and those new ideas will quickly fade away.

Hustle on your ideas. You'll be happier for not holding out.

4. Overcome your fear of failure.

Go ahead take a risk! Do something great on your next project. Accept a position at a new firm if your gut says it's right.

Taking risks moves you forward and gives you courage to stretch yourself and try new things.

How do YOU stay motivated? What strategies and exercises do you use to stay on task?

Send me your thoughts and comments!

Article adapted from [Top 10 Motivation Boosters and Procrastination Killers](#) by Kevin Purdy.

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