

ONE DRAIN. ONE CHANGE.

The 15-Minute Time & Attention Audit

Find one repeat interruption. Choose one small change. See what happens over seven days.

A completed example

Drain: I check messages whenever I open a difficult document.

Trigger: The unread count is visible beside the document.

Experiment: For seven days, I hide the message tab for my first 25 minutes of work.

Set a 15-minute timer. Use a recent, specific example. An estimate is enough.

1 NOTICE

2 FIND THE TRIGGER

3 TRY ONE CHANGE

No perfect week required. The goal is information you can use.

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MINUTES 1-10

Notice the pattern.

Choose one interruption you can notice and influence. Name it without judging yourself.

1. What interrupts you often enough to matter?

2. When did it happen most recently?

3. About how often did it happen last week?

4. What came just before it?

A notification? An unclear next step? Boredom? Something left in view?

MINUTES 11-15

Choose one change.

Pick the smallest useful action you can try tomorrow.

☐**STOP IT**

Remove an unnecessary step or commitment for one week.

☐**CHANGE THE ENVIRONMENT**

Move a cue, silence an alert, or make the better action easier.

☐**SYSTEMATIZE THE RESPONSE**

Make a checklist, saved reply, or simple repeatable routine.

For seven days, when _____ happens,
I will _____ instead.

Start date: _____ Review date: _____

At the end of the week

Did the interruption happen less often? Was the change easy enough to keep?

Keep it, adjust it, or try another approach. A useful experiment is a result.

See a sample Field Note and more free resources at salars.net/newsletter