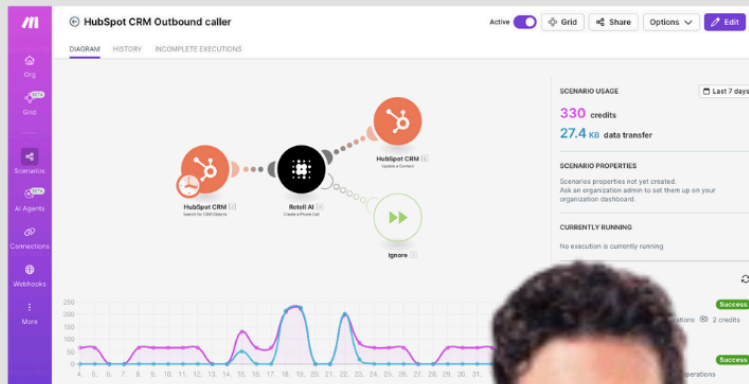




JOB AID

FOCUS & DISTRACTION AUDIT

Helps identify recurring focus issues that undermine reliability.



Checklist Content:

- My workspace allows focused work most days
- I start work with a plan before checking messages
- I know when my energy is highest
- I notice when distractions increase
- I have a plan for interruptions
- I review my day before logging off

Reflection Prompt:

- One distraction I can reduce this week:
- One routine adjustment to test:

Audit weekly, not daily.

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

