

PSYCHOPEAK PHONE-FREE FOCUS & ENVIRONMENT AUDIT

Reclaim Your Working Memory • Eliminate Extraneous Load

☐ PHASE 1: WORKSPACE DISTANCE AUDIT

- ☐ **Level 1 (Poor):** Phone is face-down on the desk within arm's reach.
- ☐ **Level 2 (Moderate):** Phone is inside a backpack/bag on the floor.
- ☐ **Level 3 (Optimal):** Phone is placed in a separate room or at least 6 feet away.

☐ PHASE 2: DIGITAL HYGIENE LOCKDOWN PROTOCOL

- ☐ Schedule "Do Not Disturb" (DND) to auto-activate during planned study blocks.
- ☐ Turn off all non-essential push notifications (Socials, News, Games).
- ☐ Set emergency bypass contacts (Only calls from designated family/work break DND).

☐ PHASE 3: DEEP WORK BLOCK EXECUTION *(25/5 Pomodoro Cycle)*

- ☐ **Block 1 (25 Mins):** Zero screen sightline. Focus exclusively on study material.
- ☐ **Break 1 (5 Mins):** Step away from desk. Avoid checking phone to skip 23-min lag.
- ☐ **Block 2 (25 Mins):** Deep focus. Re-engage working memory without interruption.

☐ PHASE 4: POST-STUDY REFLECTION

- Rate your mental fatigue after today's session (0–10): _____
- Did physical separation reduce the urge to check notifications? [] Yes [] No

REMEMBER

*Out of sight is significantly more powerful than merely silenced.
Protect your limited working memory from background monitoring.*