



Writeway[®]

WRITING FOR THE EASILY DISTRACTED

www.writeway.com

By WriteWay



Having Trouble Concentrating?

We are surrounded by distractions everyday. Whether you work from home, an office, or setup at your local cafe, staying focused can be tough. There are many ways you can prevent distractions or discipline yourself to ignore them. Certain techniques recommend turning off devices and notifications, isolating yourself, and taking periodic breaks in order to refocus. However, these methods are unrealistic in a typical work environment.

Those working from home who are also taking care of children or elderly parents can't ignore these responsibilities. At a workplace, regular and impromptu meetings occur all the time. Working remotely in a shared space requires you to be reachable and you have no control over who comes and goes around you. It's impossible to stick to a set of strict and somewhat arbitrary rules in order to avoid distractions. So, what can you do to reduce distractions and improve your productivity?

The best way to improve productivity is to adapt to your surroundings and set up a natural workflow. By optimizing your workspace, understanding your work goals, and using the right tools, you can eliminate or reduce the effects of distractions. At WriteWay, we advocate a more realistic approach to content creation that works with you, not against you. Utilizing a specialized platform such as WriteWay as well as certain healthy habits will increase your overall creative output. This eBook will help you assess your environment, your work, and your tools to improve the writing skills of those who are easily distracted.



“

*The average
person's mind
wanders 47% of the
time, according to a
2010 Harvard study.*

”

Content

05

Part 1: Your Environment

1. Perform a workplace assessment
2. Take control of your working environment
3. Focus on comfort

12

Part 2: Your Work

1. Understanding your projects
2. Time management strategies
3. Research and preparation

19

Part 3: Your Tools

1. Getting back to basics
2. Utilizing your material effectively
3. The WriteWay

25

Writing the WriteWay

Distraction-free design
Creatively intuitive workflow
Dynamic outlines and templates



Your Environment



CHAPTER ONE

Your Environment

- 1. Perform a workplace assessment**
- 2. Take control of your working environment**
- 3. Focus on comfort**

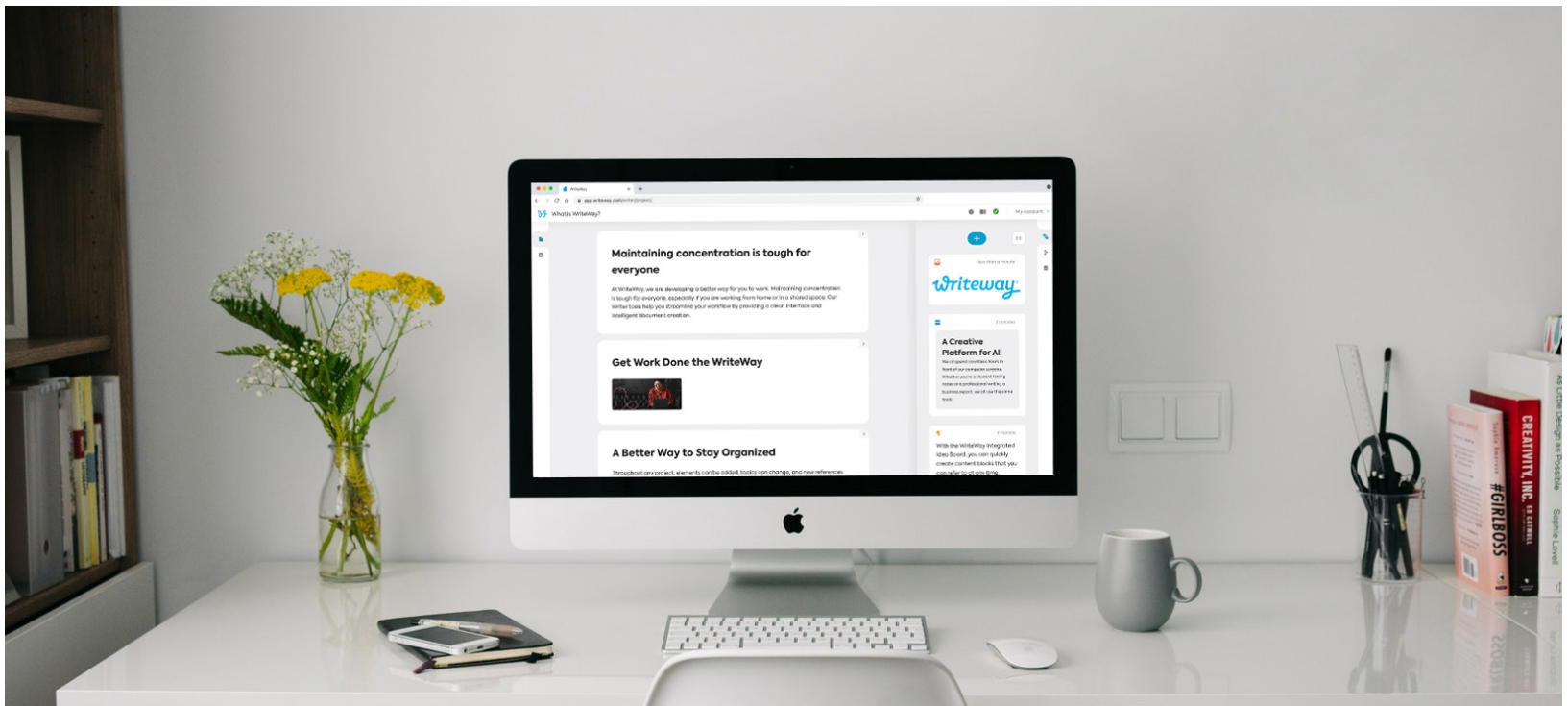
Your surroundings have a huge impact on your ability to get things done. Where you work is just as important as what you're doing and should be treated as such. How do you expect to create quality content if the state of the room you're in is subpar. You won't be able to concentrate on what you're doing if your mind is preoccupied on unrelated tasks. With some planning, organization, and a little time management you can make the most of your work environment.

Assess your workspace

Let's analyze your current work setup. Determine the good, the bad, and the ugly, then figure out how to make it work for you. We'll start by looking at where you work and suggest easy improvements you can make. Then we'll assess your physical and virtual desktop. The goal is to eliminate immediate distractions in order to focus on the task at hand.

Picking the perfect spot

A desk at home, a little table at a coffee shop, a cubicle in your workplace, they all have one thing in common, open space. How you position yourself in this limited space can help or hinder your work efforts. Creating a comfortable workspace requires balance.



It needs to be enjoyable to work at for long periods of time. But not so comfortable that you decide to take a nap on the spot.

Select a seating arrangement that allows you to sit straight, with the option to lean back slightly when necessary. Avoid couches or odd shaped chairs like bean bags that force you to reposition regularly. The space should be bright, filled with natural light. If you're a night owl, consider investing in soft lighting fixtures. Picking the perfect spot will take some trial and error, but once you do, you'll look forward to getting to work each day.

Cleanliness is next to godliness

That pile of dirty laundry is not gonna pick itself up. Same goes for all those papers on your desk. Also, you can't even see the picture of your family as your desktop screen because it's covered with files and random folders. Before getting any work done, tidy up your workspace. By decluttering, you remove potential distractions from view.

Before
getting any
work done,
tidy up your
workspace.

How to ignore audio and visual distractions around you

We have been conditioned to react to the movements and sounds around us. It's in our reflexes necessary for survival. That's why your eyes drift to the TV playing in the background, you turn your head when you hear a phone, and sense people behind you without looking. However, this spatial awareness can be detrimental to your concentration. But hiding alone in a soundproof bunker is not a viable solution.

Your best bet to counteract these types of disturbances is to replace them with better things to focus on. If you hear music you don't like, go listen to your favorite song. If there is too much foot traffic near your desk, go see what everyone is doing. When bothered by something external, find ways to make it into a positive. By doing so, you'll quickly regain control of your actions and allow yourself to refocus.

The battle for attention

Many businesses are increasingly moving towards remote work and these individuals are relying more on technology to keep them connected. This freedom allows for a better work/life balance, reduced commuting, and subsequent business savings. However, this new normal can be a double-edged sword. Trying to stay productive at home or at a shared space like a cafe can be difficult due to the myriad of distractions. From constant notifications to family, coworkers, and life in general, you can win the battle for your attention by following a few tips.

Managing notifications

You can't be distracted by emails and messages if you don't have any. However, this doesn't mean you should turn off all your notifications. On the contrary, you should be answering them regularly. Before responding, [a piece in the Harvard Business Review](#) suggests asking yourself what critical information you have and what do you want to contribute to any discussion.

“ A pending notification is just a bigger distraction waiting to happen.

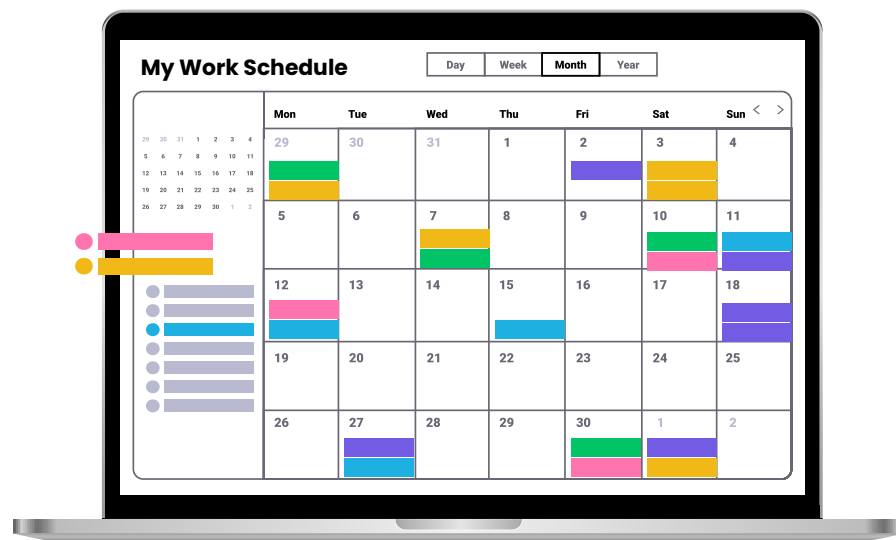
Respond to each of these messages by closing the loop to prevent additional emails. No one is going to interrupt you if you already answered all their questions. If you cannot reply to a message immediately, set yourself a few reminders that coincide with any existing breaks or tasks you have in order to check messages without disrupting your schedule.

Dealing with coworkers and family

The people around you while you work can be the most distracting. Coworkers or loved ones will inevitably take attention away from your tasks. To prevent interruptions, make your work schedule available to everyone and set boundaries like wearing headphones or closing your door.

You should also know the schedules of the important people in your life in case of doctor's visits and business meetings. When needing to change gears, add buffer time in between appointments to follow up with anyone and reset yourself. As a result, you'll limit unscheduled downtime and work more consistently. If all else fails, it is okay to ask for privacy during work hours.

Make
your work
schedule
available to
everyone.



Finding the perfect work/life balance

When working remotely, you may no longer be constrained by a typical 9 to 5 schedule. However, this doesn't mean you should be working at all hours of the day. Stick to a regular work schedule as much as possible. By maintaining a regular routine, you'll be more prepared to work at peak productivity hours.

In the morning, get ready for work by getting dressed and having breakfast. Perform any chores you need to do like laundry or walking the dog. Plan out some meals so you don't have to worry about it during lunch and dinner. Better managing your life will make the work part a lot easier.

Optimizing your comfort

A distraction by definition is an annoyance. Therefore, by being less stressed you'll be able to concentrate more on your work. Your physical health and mental well-being is essential to help minimize visual distractions. For example, you can't write if you're too tired because you didn't get enough sleep. Take the time to be comfortable in your work environment, enjoy your surroundings, and even take advantage of some distraction.

Creating the ideal workspace

You should feel at home in your workspace, especially if it is your own home. Whether you move around or have a dedicated office, your workstation should be inviting and reliable. If the space is too cold, or you're always searching for an outlet to plug in to, find a better place.

What you use to write also contributes to your work enjoyment. If your computer is slow, outdated and has constant issues, you should invest or requisition your workplace for a new machine. Before you start working, ensure that you have the tools, software, and space for a smooth standardized setup you can see yourself working at comfortably everyday.

Start
Writing the
WriteWay

[Learn More →](#)

Know your limits

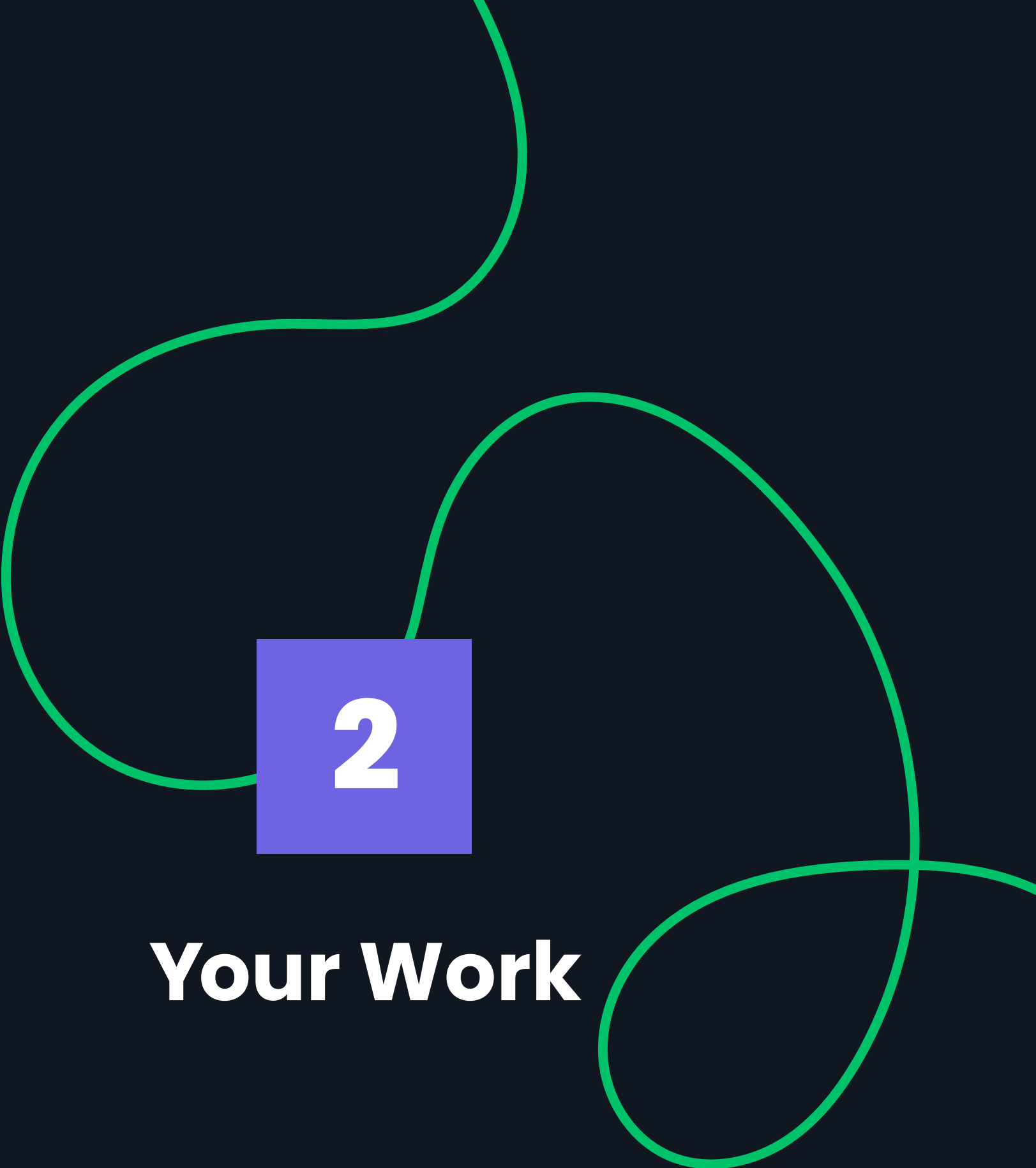
Feeling overwhelmed by your work is a distraction that can stop you in your tracks. This can be avoided by performing your easier tasks first. Make sure you schedule your entire week while keeping your goals in mind in order to not lose sight of your priorities. Also, don't try to multitask, instead focus on a few items per day that you can easily complete. The sense of accomplishment you will gain by completing many smaller tasks will give you the momentum and motivation you need to complete your main work.



Positive distractions

A relaxed environment that makes you happy is more conducive to productivity than denying yourself simple pleasures in an effort to get work done. This is why you shouldn't shut yourself off from the world. The fear of missing out may be worse for your mental state than the time it would take you to quickly check social media and your messages.

It's better to take a dedicated break to look at your phone or play with your kids if you're working from home, instead of stopping every 5 minutes to do either. Take charge of your environment and don't let it control you. You can talk to your coworkers about what to have for lunch and the latest gossip. Once you have nothing else to say, it'll be easier to get back to work.



2

Your Work



CHAPTER TWO

Your Work

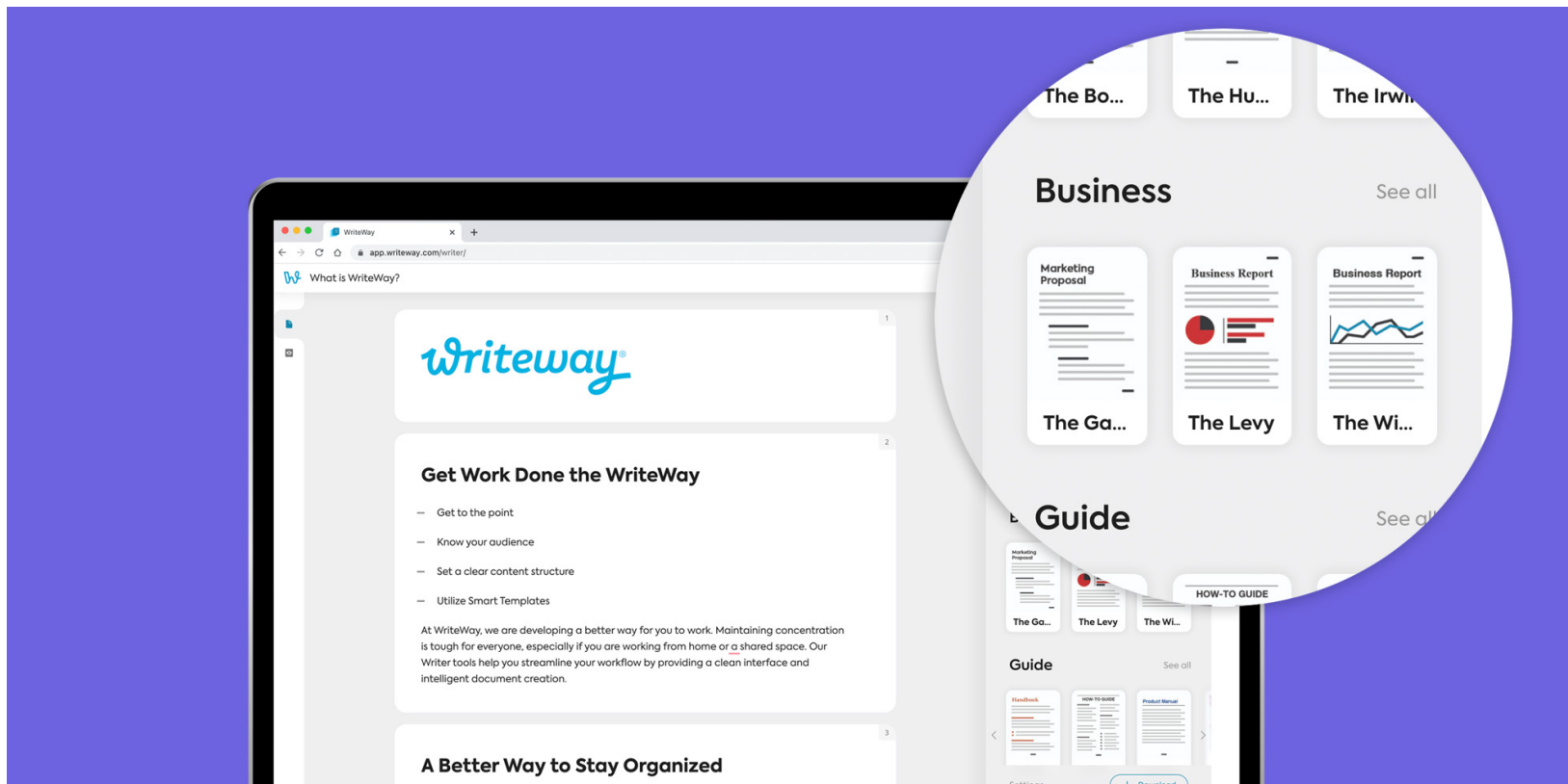
- 1. Understanding your projects**
- 2. Time management strategies**
- 3. Research and preparation**

Once your environment is all set up, it's time to get to work. In order to get in the flow, you'll need a plan of attack before beginning your next project. Start by developing a deeper understanding of what you're working on. Writing about what you know will always be easier, more enjoyable, and less prone to distractions than looking up items and researching something every few minutes. By focusing on your content, optimizing your schedule, and preparing your materials, you can easily work uninterrupted for hours at a time.

What are you writing?

Every type of project will have specific requirements that you will need to manage. A press release will need quotes, a blog should have a call-to-action, a newsletter includes recent developments. No matter what you're working on, gathering the right information will streamline your writing experience and help you stay on track. However, don't spend all your time reviewing and being distracted by your own materials. Take the time to understand what your project needs in order to move forward with the content writing process.

You are what you write



Content creation involves a lot of self-reflection. Even for something as boring as a financial business report requires inspiration. But if you pay attention to your own habits, you'll be able to prepare your brain for any workload. Live in the moment by doing the easy and fun parts of your project first, then ride that momentum for the rest. Start by grouping similar tasks together, but avoid multitasking because quality over quantity will always be better.

Identify your distractions

Get to know your pointless distractions. If it doesn't add any value to your work or your well-being, then it is indeed pointless. You can't schedule a distraction, because if it's in your schedule, it's technically a necessity. Pay attention to your needs, like hunger or energy, if you're aware of these needs, they'll be less of a nuisance to deal with.

Once a need is identified, don't procrastinate, just get it done. At the end of the day, preventing distractions takes practice and self-discipline. You'll have to learn to say no and separate your work from your life which can be difficult when working from home. But you can take advantage of working from home or remotely by

Focus on content, not editing

Try WriteWay →

taking breaks whenever you need them. As long as you regularly notify others of your work, you can also take the time to work on yourself.

Focus on content, not editing

Big or small, always write down all your ideas. By doing so, you can better assess where to direct your focus on your project. When it comes to content creation, it's better to have too much material than not enough.

As you're progressing, writer's block will inevitably occur. Don't let that stop you. Skip ahead to a different part of your work if you feel stuck. You don't want to lose your creative momentum.

For a first draft, you don't have to strive for perfection. Ignore the small and unimportant details like font, format, or even grammar. Be flexible with your content to prevent being distracted by the details of your own work.

Time is relative

How you manage your time on a daily basis will help you prevent wasting it on distractions. This can be accomplished by prioritizing your tasks wisely in order to complete them in the most efficient way possible. By establishing routine actions, setting up your weekly priorities, and better understanding how you spend your time, you can easily accomplish more with less distractions.

Schedule management

Proper schedule management is not about trying to do everything in a day or week, it's about knowing what's feasible in a given timeframe. Trying to cram 80 hours of work in a 40-hour work week is a recipe for disaster. This can be avoided by identifying how you spend your time. Learn how long something is gonna take you to accomplish, then manage your deadlines accordingly. When setting up your calendar, one trick is to set completion targets earlier than your actual deadline in order to give yourself extra time if needed.

Peak productivity hours

When analyzing your daily routine, figure out when you believe you are the most productive. Are you a morning person, do you need a few coffees first before hitting your stride in the afternoon, or are you a night owl burning the candle at both ends?

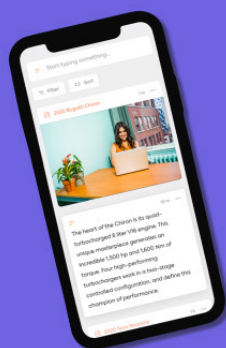
Regardless of your preference, always try to start as early as possible, because it takes everyone a little time to get going.

Picture it as a rolling start to any project, not going from zero to sixty. Slowly getting up to speed with your work, then cruising uninterrupted, will make any project run smoothly.

Flexible time limits

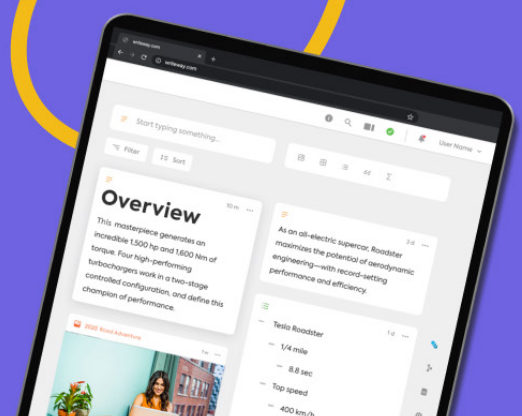
For those working from home, remotely or have flexible office hours, take advantage of the freedom this provides. It is necessary to establish regular work hours, but as you breakdown your day and week, use all the time available without being constrained to a 9 to 5 existence. However, this doesn't mean you should be working at all hours, thus ruining your work/life balance. Simply avoid strict time constraints that may stress and ultimately distract you from your actual work.

Use your loose workday to set buffer time between tasks, meetings, appointments, and breaks, in order to have a more relaxing work experience. At the end of your day, make it a habit to perform an end of day routine. By having something to look forward to, like crossing out completed items on your to-do list, or checking in with your team before you log off, the anticipation of a ritual you enjoy can serve as motivation to help you concentrate throughout your day.



Write about what you know

writeway®



Properly assembling your notes and conducting research for the information you need are essential steps to any written work. Unfortunately, performing prep work is seriously prone to distraction. It can take longer to gather what you need due to interruptions. However, without taking the time to outline and organize material, the quality of your work will suffer.

If you're well prepared, writing can be the easiest part of a project. With the right research tactics, organization, and a deeper understanding of your topic, you'll be able to efficiently complete any project with minimal interruptions.

Research solutions

Regardless of the type of project you're working on, there are several quick research tasks you can accomplish with little distraction. While looking up relevant information, brainstorm ideas by listing the relevant keywords you find. Once you've reviewed all your material, start narrowing down the items you noted.

The goal is to refine any broad information by adding details and eliminate any redundant material. We are trying to avoid being distracted by the prospect of too much information. However, nothing should go to waste. Any ancillary research you gathered should be put to the side for reference later in case you require additional material.

“ The anticipation of a distraction itself can lead to greater anxiety. ”

– J Cogn Neurosci

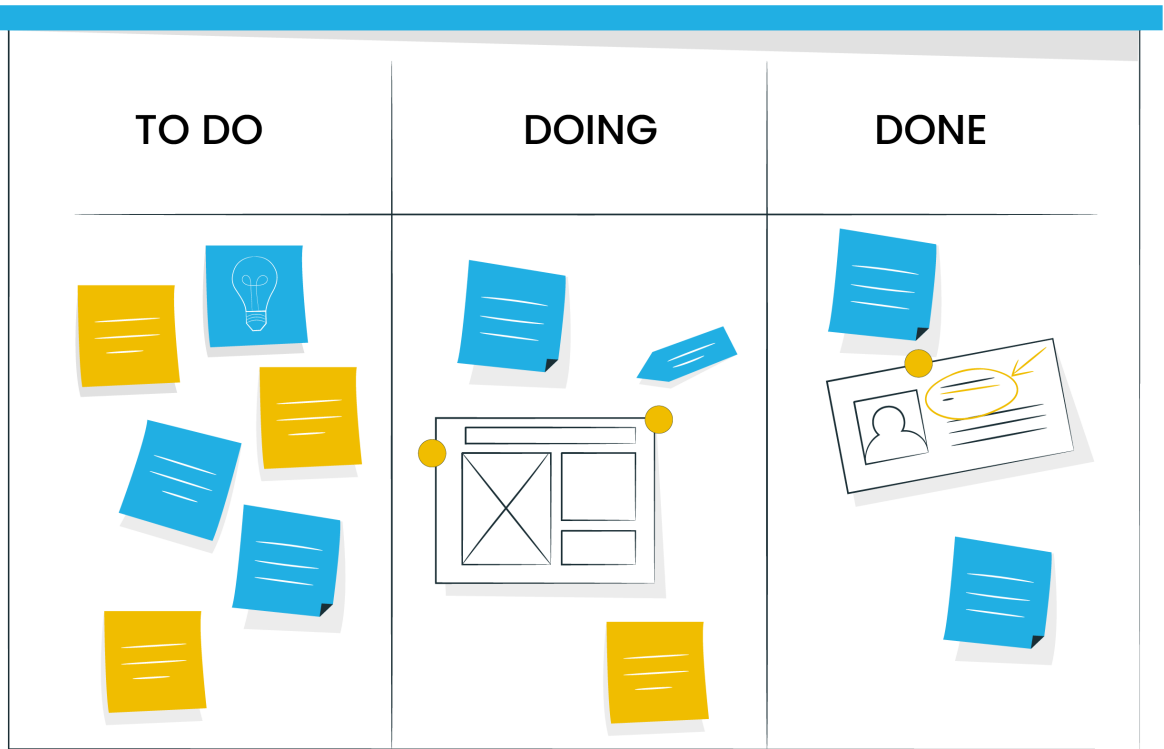
Be prepared for questions

Mindlessly creating any kind of content will definitely produce poor results. Having an interest, even if it’s superficial as a means to an end, will be more fulfilling and allow you to concentrate on your work. The more you care about your work, the more attention you’ll pay to it.

Whether you’re working on a financial report, a press release, or a novel, you should want to be an expert in your own work. To maintain your concentration, ask yourself questions and talk to yourself about your work. This is a great way to workshop and define elements of your projects, even when working alone.

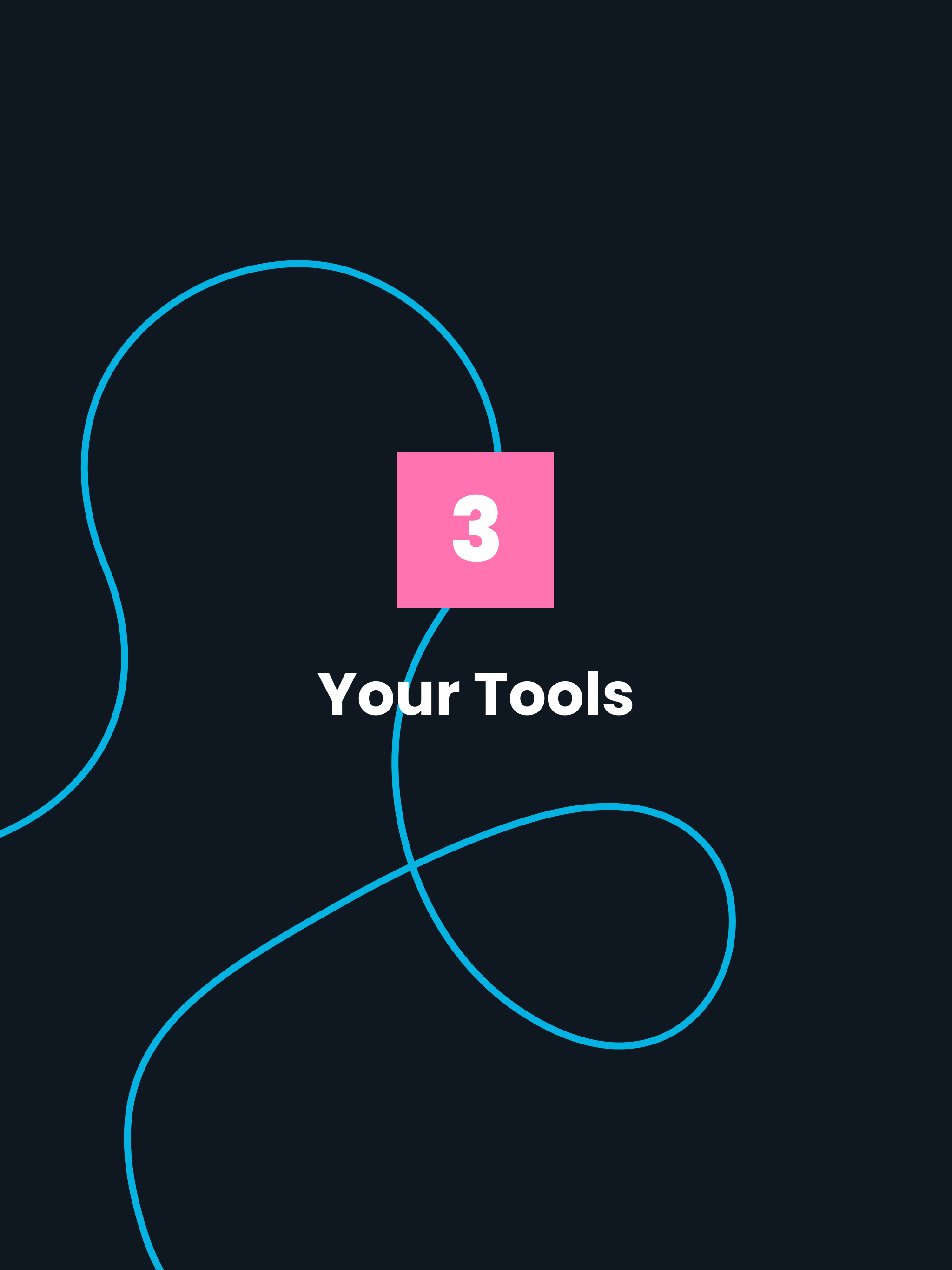
Get Your Information in Order

Determine a rough timeline of tasks and steps to take towards completion.



Make your research material useful by organizing it in the order you expect it to be used. It doesn’t have to be a perfect outline set in stone. You should be looking to create a general plan of attack. Group similar and related content together, then determine a rough timeline of tasks and steps to take towards completion.

This can also serve as your project to-do list. The act of seeing your progression and crossing out used material and completed tasks should propel your work forward. There’s no point in creating an outline or plan if you’re not going to use it. By actively completing items on your list, the sense of accomplishment will make you concentrate on your work for the sheer satisfaction.



3

Your Tools



CHAPTER THREE

Your Tools

1. **Getting back to basics**
2. **Utilizing your material effectively**
3. **The WriteWay**

Most writing software has features that are distracting and counterproductive. These tools offer a wide range of utilities that most people will struggle with and rarely use. Getting back to basics will prevent you from wasting time changing fonts and fiddling with margins every few minutes. Unfortunately, not all productivity software makes you productive. Downsizing can help, but we're not expecting you to go back to writing with pen and paper.

The bare necessities

Keep your eyes on the prize by determining the key tools you need to accomplish your tasks. You don't need an expensive dedicated writing laptop or apps that turn off the internet for you. Improving your focus can be as simple as learning how to use the tools you have more efficiently. There are options out there if you want a bit of help optimizing your workflow. To minimize distractions, less is more when picking the right writing tools.

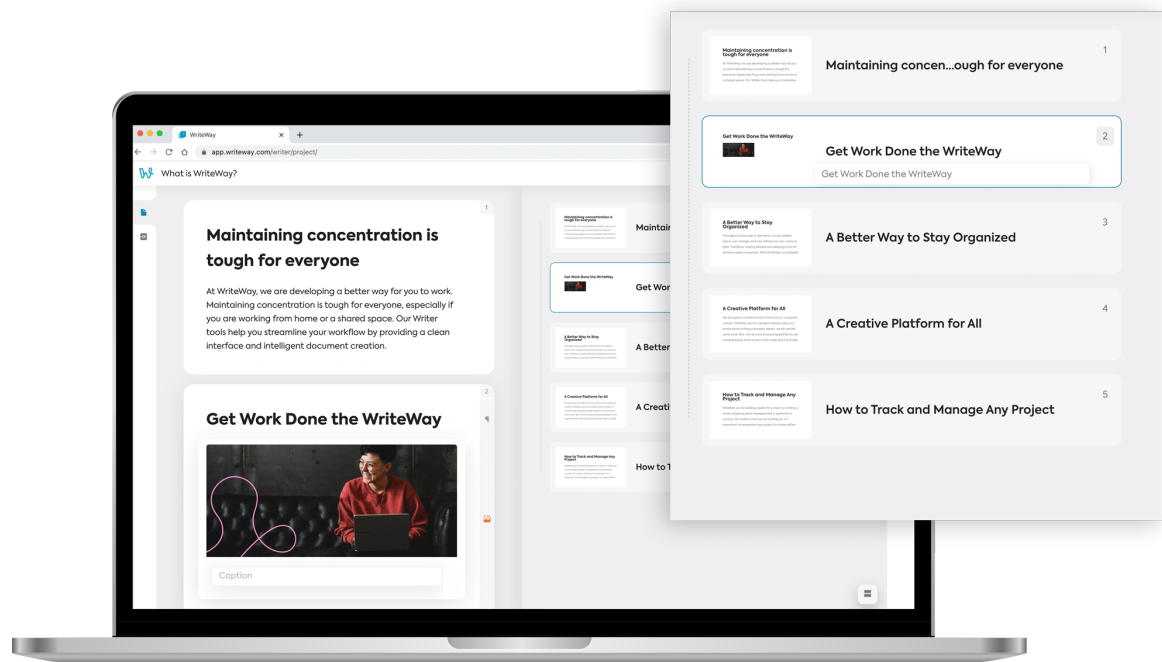
Ideal word processor setup

You want to start with a blank slate. Luckily, every computer includes a simple text editor, but these are generally a little too basic. Ideally, your word processor of choice should have a minimal interface, but have the features you need in the background.

Write in an open space with room to grow, not an empty void of nothingness.

The perfect platform must be responsive to your work. Typos and formatting should be an afterthought. Your focus should be squarely on the page with your ideas and notes easily accessible. This type of setup will prevent you from opening and switching between multiple windows and documents.

Avoid
standalone
options
for note
taking and
research
software.



Add-ons and offs

There are a handful of tools everyone should add to their workflow in order to improve and streamline their content creation. Common ones include spell check and built-in dictionaries with a thesaurus is especially useful to prevent recurring typos and repetition. Having these tools running in the background means you don't have to think about them. These add-ons should function contextually in a passive way without additional input to save time and avoid distraction.

Avoid standalone options for note taking and research software. The less programs you have open for reference the better you'll be at maintaining your creative flow. You shouldn't have to switch between multiple programs to write, edit, and share your work. Investing in appropriate templates will also save you time and allow you to concentrate on your content. In addition, learn keyboard shortcuts to eliminate over-reliance on your mouse that forces you to stop writing.

Reconnect, not disconnect

“ [According to the Association for Talent Development](#), 74% of millennials and Gen Z report being distracted at work, and 69% admit their smartphone is one of their biggest distractions.

You don't need to lock yourself in a room and throw your cell phone in the ocean to eliminate writing distractions. A little self-discipline and the right tools can make any project more manageable. First, make sure your screen is easy on the eyes by reducing your brightness to avoid looking away due to eye strain.

Concentrate on getting your ideas on the page and worry less about word count. There will always be time to add more later. However, any ideas you have should remain top of mind by keeping your notes and project outline at the ready at all times. Keep your content, notes, research and outline as one document for ease of use.

It's better to have a screen full of notes and plans you've written instead of a blank screen dominated by toolbars and options. A screen full of content you've created will encourage you to continue pushing forward. Your progress is the best motivator that will eliminate any distraction.

A place for everything

Planning and preparation is paramount for any writing project. Do your research first and organize it accordingly. Properly creating

and utilizing information can reduce the likelihood of getting distracted by your own material.

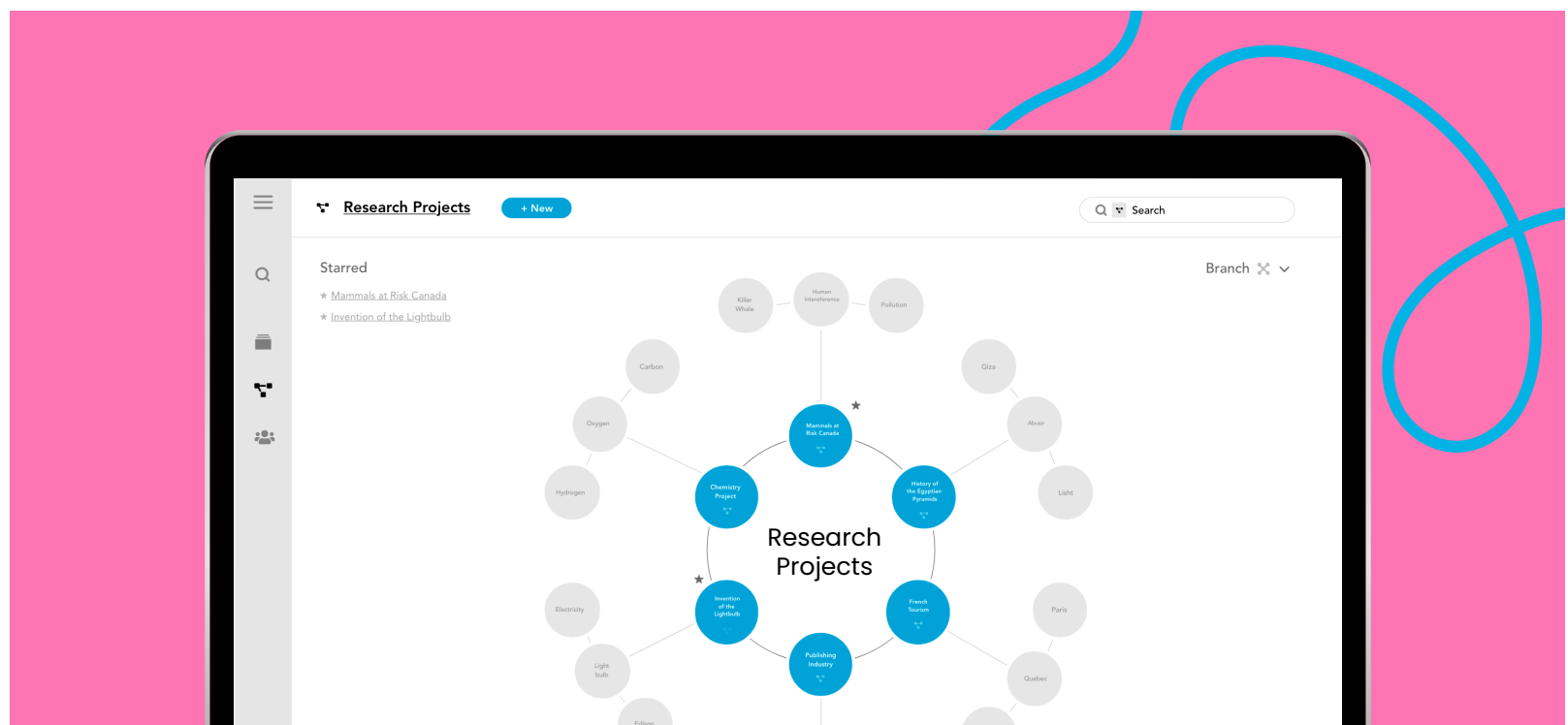
Make simple notes by using abbreviations as much as possible. Also, use symbols like question marks to indicate something you're unsure of and want to research further. Well crafted research and established objectives will help you tune out any distractions.

Planning for the future

A well-crafted plan is the best tool against distractions. They keep you focused and motivated until the end. Creating a simple to-do list will enhance your overall workflow by setting clear tasks to reach your goal.

Break down your project into small tasks and sections you can easily complete. Prioritize each task, starting with the fast and easy ones, then sprinkling in more challenging tasks throughout your process. Set time at the end to make revisions and to refine the quality of your work.

Storing your thoughts



If you take the time to research and organize your notes and information, don't let anything go to waste. Begin by organizing your material in batches and label them by topic. Then match your ideas with sections of your project to best utilize every piece

of content you have. Ideas that are out of sight, out of mind will lead to writer's block and open you up for distraction. Remaining aware of your ideas will ensure you use them to the fullest.

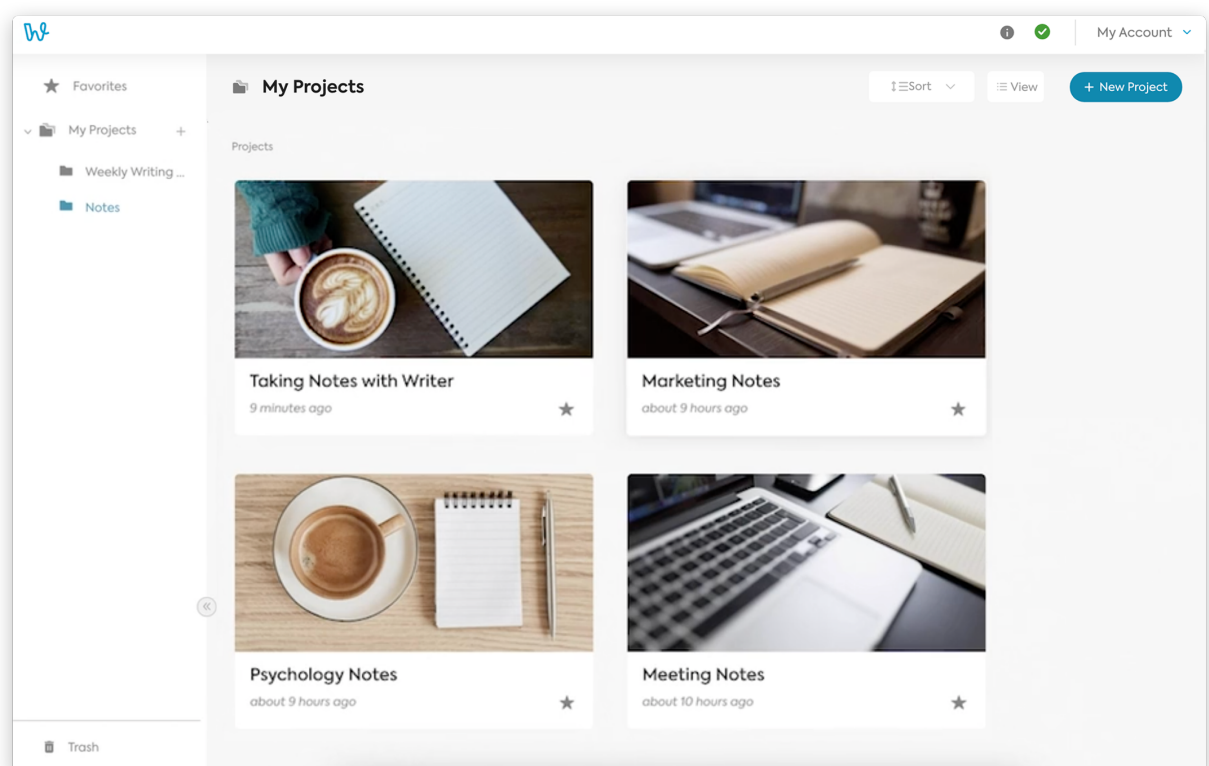
Utilizing your ideas

You can't get distracted if your creative juices are flowing. Any time you feel like you're slowing down or are about to get distracted, remind yourself of your project goals. If you get stuck, go immediately to your notes.

Instead of losing focus on your work, distract yourself with your own notes and ideas. Ask yourself why you saved a piece of information for later use. Then, start decluttering your notes as you use them. These tactics will ensure you don't lose your train of thought while progressing your project forward and prevent distractions caused by mental blocks.

Start
Writing the
WriteWay

Learn More →





Writing The WriteWay

WriteWay makes content creation easier. Perfect for a student writing an essay or that press release you need to write for your business. With WriteWay, we remove distractions so you can focus on the task at hand. Maintaining concentration is tough for everyone, especially if you are working from home or a shared space. Our tools help you streamline your workflow by providing a clean interface and assisted document creation.

Distraction-free design

[Popular Science suggests to go totally full-screen for a distraction-free writing experience.](#) Our clean interface removes distractions by directing your focus to the content creation process. The Card system allows users to separate and organize thoughts in a more natural way. Write more words instead of fiddling with settings and staring at font choices. Our minimalist interface promotes concentration and increases efficiency.

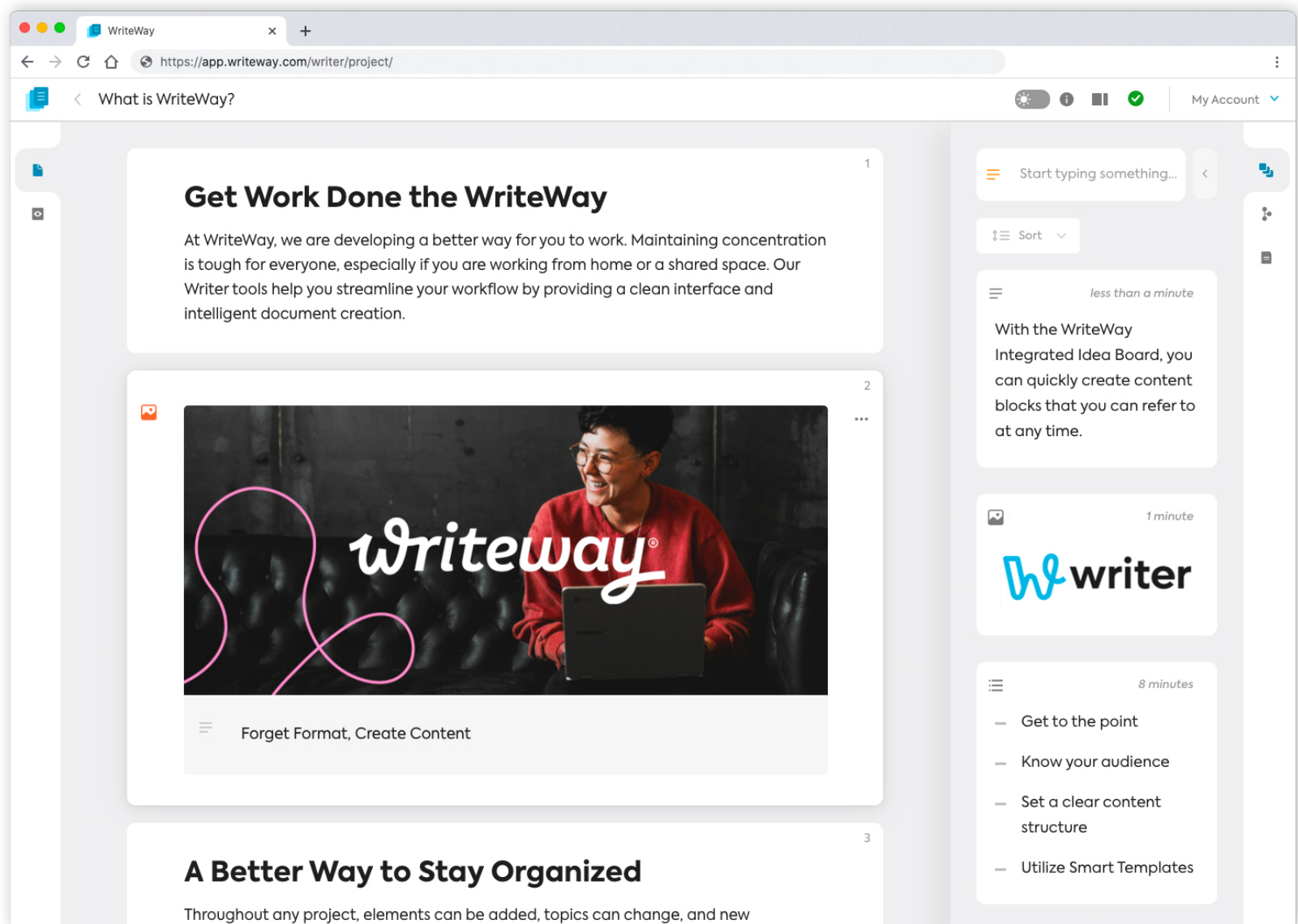
Creatively intuitive workflow

You don't need a mouse to write. Let the writing flow through you uninterrupted. WriteWay's intuitive use of shortcuts allow users to never lift a finger off their keyboards. All you need to do is start typing.

Dynamic outlines and templates

WriteWay makes it easy to organize your thoughts visually on an outline. A detailed Dynamic Outline is automatically generated in real-time as you write and organize your content. This system improves your editing process while letting you keep track of your overall work structure.

Try WriteWay Free for 7 Days →



Ready to Start Writing the WriteWay?

Start
Writing the
WriteWay

Learn More →

The main takeaway from this guide is the importance of planning in order to avoid distractions. Taking the time to set yourself up for success is essential. Learn the benefits and constraints of your work environment, understand the goals you're looking to achieve, and use the right tools for the job, all to optimize your existing workflow. Whether you're a student writing an essay, a project manager brainstorming ideas, or a business creating marketing documents, these all require preparation to help you stay focused. However, the writing tools you use also have a major impact on your ability to concentrate on your work.

Wouldn't it be great if your word processor helped you structure your thoughts and notes? With WriteWay, the innovative card system facilitates your ability to organize your content as well as keep track and better utilize your ideas. Don't lose your train of thought. Save it, by keeping them in your own WriteWay Idea Board for later use.

If you need a structured document, why pick an empty template and start from scratch? WriteWay simply takes the content you provide and organizes it automatically into preformatted templates with appropriate content hierarchies.

Throughout any project, elements can be added, topics change, and new references come to light. Therefore, staying flexible and keeping track of all these changes is essential, but can lead to distractions. With WriteWay, A detailed Dynamic Outline is automatically generated in real-time as you write and organize your content. As a result, you can easily monitor your document structure and make changes when necessary without disrupting your workflow.

Discover an intuitive word processing experience designed to eliminate writing distractions. [Start your WriteWay 7-Day free trial at WriteWay.com.](https://www.writeway.com)

About Us

WriteWay is a content creation platform that optimizes your writing workflow. Developed by a team of writers, researchers, and thinkers, WriteWay was designed with creators in mind. Our unique card-based system and minimalist interface improves focus and increases productivity. Be ready when inspiration strikes with tools that organize your thoughts while enhancing your creative process.

Ideal for a wide range of users and industries, WriteWay streamlines the way you work by automating document creation tasks. Our Click & Apply Smart Templates instantly formats your content. WriteWay's Drag & Drop design allows you to seamlessly move your notes between your content and the Integrated Idea Board. An Editable Dynamic Outline is created automatically as you write to help you keep track and easily adjust your project structure.

We want to make content creation easier. With WriteWay, maintain your train of thought by eliminating distractions like margins and formatting. The flexible nature of our platform provides an efficient writing experience. WriteWay is the productivity suite that will make you more productive. Enhance your work environment with an intuitive word processor at [WriteWay.com](https://www.writeway.com).



Copyright © 2021 by
Living Sky Technologies Ltd.

All rights reserved. No part of this publication text may be uploaded or posted online without the prior written permission of the publisher.

For permission requests, write to the publisher, addressed "Attention: Permissions Request," to info@writeway.com.

The content of this eBook does not necessarily reflect the official policy or position of anyone with legal standing at WriteWay, Living Sky Technologies Ltd, or its subsidiaries. This document should serve only as a general guide to the present topic. This eBook contains information with the intention to educate and entertain you. Living Sky Technologies hold no liability or responsibility to any person or entity regarding any loss or damage incurred, or alleged to have incurred, directly or indirectly, by use and application of any of the information and/or content of this eBook. Users of this eBook agree to be bound by this disclaimer.

Writeway[®]