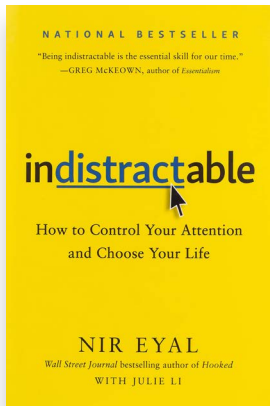


EXECUTIVE BOOK SUMMARIES

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Indistractable

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In the future, there will be two kinds of people in the world: those who let their attention and lives be controlled and coerced by others, and those who proudly call themselves “indistractable.”

PART 1: MASTER INTERNAL TRIGGERS

Distraction is about more than your devices. Blaming your smartphone for causing distraction is just as flawed as blaming a pedometer from making you climb too many stairs. Distraction is just another way our brains attempt to deal with pain. So find the root causes of distraction rather than proximate ones, and take steps to manage them.

PART 2: MAKE TIME FOR DISTRACTION

Planning ahead is the only way to know the difference between traction and distraction. You can't call something a distraction unless you know what it is distracting you from. To be the person you want to be, you have to make time to live your values. The three domains of life — yourself, your relationships, and your work — provide a framework for planning how to spend your time. It doesn't so much matter *what* you do with your time; rather, success is measured by whether you did what you planned to do.

Schedule time for yourself. Exercise, sleep, eating healthily, time spent reading, meditation, practicing a hobby are all ways to invest in ourselves.

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Family and friends help us live our values of connection, loyalty, intimacy and responsibility. If someone is important to you, make regular time for them on your calendar.

Given that work probably takes up more of your waking hours than any of the other domains, it's even more important to ensure the time spent there is consistent with your values.

PART 3: HACK BACK EXTERNAL TRIGGERS

Of each external trigger, we must ask: *"Is this trigger serving me, or am I serving it?"* Does it lead to traction or distraction? We can hack the external triggers that don't serve us.

Hack Back Work Interruptions. Interruptions lead to mistakes.

Hack Back Email. Email is the curse of the modern worker.

Hack Back Group Chat. Group chat is "like being in an all-day meeting with random participants and no agenda."

Hack Back Meetings. The primary object of most meetings should be to gain consensus around a decision.

Hack Back Your Smartphone. We can get the best out of our devices without letting them get the best of us.

Hack Back Your Desktop. Desktop clutter takes a heavy psychological toll on your attention.

Hack Back Online Articles. Promise yourself you'll save interesting content to read or listen to at a scheduled time later.

Hack Back Feeds. Social media sites like Twitter, Instagram, and Facebook are a particularly devilish source of distraction.

PART 4: PREVENT DISTRACTION WITH PACTS

The last step to becoming indistractable involves preventing ourselves from sliding into distraction. "Pre-commitments" involve removing a future choice to overcome our impulsiveness. You can make an "effort pact" with yourself to prevent distractions by making unwanted behaviors more difficult to do. A price pact is a type of pre-commitment that involves putting money on the line to encourage us to do what we say we will. One of the most effective ways to change our behavior is to change our identity—an "identity pack." Slight alterations in the way we see ourselves can have a dramatic effect on our future actions.

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PART 5: HOW TO MAKE YOUR WORKPLACE INDISTRACTABLE

What do we do when our jobs repeatedly insist on interrupting our plans? Technology is not the root cause of distraction at work. The problem goes much deeper. Tech overuse at work and high employee turnover is a symptom of dysfunctional company culture. Find ways to facilitate an open dialogue among colleagues about the problem.

PART 6: HOW TO RAISE INDISTRACTABLE CHILDREN

Many experts believe the discussion whether tech is harmful is more nuanced than alarmists let on. Stop deflecting blame. Used in the right way and in the right amounts, kids' tech use can be beneficial, while too much (or too little) can have slightly harmful effects.

To understand how to help kids manage distraction, we need to start by understanding the source of the problem—their internal and external triggers. Distractions satisfy deficiencies. Teaching our kids how to make time for traction is critical. Explain to your children that the apps and videos on their devices were intentionally designed to keep them hooked.

PART 7: HOW TO HAVE INDISTRACTABLE RELATIONSHIPS

By getting agreement from our friends and families to manage distraction and taking steps to remove external triggers that don't serve us, we can quarantine the social contagion of distraction while with the people we love.

Distraction also can be an impediment in our most intimate relationships. Instant digital connectivity can come at the expense of being fully present with those beside us.

By becoming indistractable, we can set an example for others. In the workplace, we can use these tactics to transform our organizations and create a ripple effect both in and beyond our industries. At home, we can inspire our families to test those methods for themselves and to live out the lives they envisage. We can all strive to do what we say we will do. We all have the power to be indistractable.