

# FLOW- STATE FORMULA

Steps to achieve an ideal task-flow for yourself

1

## Identify One Task

Choose one idea, task, or project to complete. Assigning one task or segment of time can increase follow-through.



2

## Set a Timer

Try starting with a 5, 10, 20, 30 minute timer, depending on the task. Consider visual timers (YouTube, hourglass, TimeTimer).

3

## Get Settled

Do you need music, a snack, water, a clear workspace?

Make sure to meet these needs before starting the task.



4

## Eliminate Distractions

Put yourself on do not disturb. Set your phone out of sight. Turn off notifications on all devices. Allow yourself to access your ideal flow-state.