It's Melissa Ingold from TimeFreedomBusiness.com and I want to share a few tips with you for getting rid of distractions. It's so easy to be distracted when you're working, especially when you're working online and you're always connected to the internet because a lot of what you do you have to be online. Whether it's just updating your website or emailing your list, you're kind of connected. That makes it really distracting and hard to stay focused.

I want to share a few tips with you. A couple of the things I'm actually just starting out.

One of those is that I'm now checking email at the end of the day. I used to always check it first thing in the morning and I was having my coffee, but I've actually changed it up and I'm checking it at the end of the day. It's funny because I was doing it as kind of a test. It feels really weird because you get so used to checking email right away and at different times throughout the day, so it kind of felt strange not checking it.

As I turned my focus to other things, by the end of the day I had forgotten all about it until I was chatting with Nicole and she said something and I had to go and open my email and check it looking for an email for something. So I actually completely forgot that I hadn't yet checked my email.

It was definitely an interesting experiment. I found that I got a lot done because I was really focused on what I wanted to accomplish. That may be something that you want to try out so that you're not being sucked into email and then you feel like you have to respond to this and that, or you're clicking links and you're checking out things and going there, and you're getting notifications from Facebook about people who have commented or shared and you're going to check that out.

It can just be a crazy distracting world when you're working from home, so that may be something you want to do is just stay out of your inbox for awhile. Even if you can go half a day and spend the morning or whatever you work, maybe the afternoon. You would work the afternoon and then maybe that evening just before dinner or whenever you quit working you would then check your email as you're getting ready to head off for the day. That could be something that might work for you.

Something else that I really have been doing more of is getting away from my computer. Getting out of the office with just a notebook and a pen and going and sitting and enjoying just the quiet and being away from all the distractions and just doing some brainstorming, taking notes, just doing a lot of thinking and creating some fun plans, coming up with some new ideas for stuff. That may be a way for you to kind of get some stuff done without all of the distractions being right in face. They're hard to avoid, so that might be a way for you to get rid of those distractions.

Those things are really two things that I've been implementing a lot with some really great results. I have notes of really great stuff, ideas that I've fleshed out. A lot of times when you're sitting at your desk and you're just working those ideas don't tend to flow as easily. It seems to be when you're in the shower or you're out on the beach or out somewhere with your family when these ideas start coming. If you can get away and see what flows for in for you that's another way to get rid of the distractions and get some focus time.

Another thing is for the longest time I get my kids off to school and then I come into my office and work. That has worked really well for me for a long time, but recently I've decided to change that up a little bit and instead of just diving into work I'm spending the time in the morning just kind of relaxing. I like to meditate, so I may do meditation or I may just read my book, curl up on the couch with my coffee and my iPad and just read for a little while to relax and enjoy the quiet and just take a breather for a minute.

Sometimes you get so caught up in work and it's like this pressing need to be in your office working and doing something, being productive. Sometimes it feels good to just not rush there, to just take it easy for a little while and relax and do something enjoyable. As the weather gets nicer here I'll probably be taking the mornings and going down to the beach. I really love being near the water and being on the beach, so that would be a way to kind of just relax and just see what flows and then go to work. So my day starts a little bit later than it used to, not every day. Some days I'm still kind of up and going in the morning, it really depends what's going on.

That may be something you want to try instead of as soon as you have a minute rushing to your desk, to take that minute and just do something that you enjoy. Maybe it's actually just grabbing a hot shower in those few minutes instead of waiting until later on in the day or that night or whatever. Just feeling reenergized and motivated to get going after that instead of just dragging your sorry butt to your desk and diving right in.

Those are just a few different things that I've been trying and I really like how things have been going because of that. Just letting myself relax in the morning. I work for myself, I don't have to be at my desk at 8:00 every morning, I can take the time and just relax and get there slowly. Even though that is for me, there is a lot of times when I'm just exhausted and I will just go back to bed and come to work later or I may just have the day off. But still on my working I've felt this need to be at my desk and working at 8:00 in the morning, so that has definitely been changed up a little bit.

Those are three different things that I'm testing out. Stay out of your inbox, deal with it later. Give yourself some time to focus. Choose one to three things that you really want to get done today. Maybe it's writing that report, launching your product, updating the sales page, writing the sales page, assigning some tasks to your assistant or to a graphic designer, getting some stuff. Then you can dig into your inbox later and do that and maybe pop on social media and see what everybody is up to and share how your day has gone – but after you get lots of stuff done.

Like I said before, just taking some time for yourself before you go rushing to work just to relax and see how that feels. Also, setting aside some time, maybe even putting it on your calendar to take a little bit of time, even if it's just 15 minutes during your workday to grab a notebook and a pen and go somewhere else away from the computer, away from the internet, just sit there and think, and see what flows. Make notes, doodle. If you're artistic, maybe get out the paints, markers, and crayons, or whatever you like to use. Dig those out and see what flows.

Anyway, I will stop jabbering on and I will leave you with some of those ideas for nixing some distractions and maybe getting a little bit more focused. In the morning when I take that breather I feel a lot more focused, I feel different. It's a new experience for me. I definitely feel a lot different coming to work after I've taken the time to do some meditation or just to read, or even just turn on your favorite TV show and watch the recordings or just something where you can turn your brain off for a bit and just relax.

That's it, I'm done. Bye.