

IMPACT BOARD

Reclaim Hours Of Daily Focus From Your Phone

This playbook helps you turn your phone from a distraction machine into a helpful tool.

Use it to:

- See how much time your phone is really stealing
- Strip back addictive settings and apps
- Set clear rules so your best focus is not inside your screen

You can do the main setup in about 20 minutes, then follow your new rules each day.

Why this works

Your phone is designed to grab your attention.

Four to five hours a day on your phone is more than seventy days a year. Most of that time is not a conscious choice.

You usually grab your phone to avoid boredom, stress or hard tasks.

Every time you check it, you get a small dopamine hit and train your brain to want more cheap rewards.

Phone Freedom flips this.

You keep the useful parts (calls, tools, banking, maps) and reduce the distractions (notifications, instant waking screen, doom scrolling).

Result:

- More focus for deep work
- Extra time, energy and motivation for the work that actually moves the needle

- Less mindless scrolling - more time for fun

When to use it

There are two parts:

- One 20 minute **Phone Freedom Setup**
- Then simple **daily rules** you follow most days

Step 1: Track your screen time

You can't change what you can't see.

1. Open your phone settings and find "Screen Time" or "Digital Wellbeing".
2. Check your average daily screen time from last week.
3. Check your top 3 most used apps.

Write them here:

My average screen time last week:

_____ hours per day

Top 3 apps that take most of my time:

1. _____
2. _____
3. _____

Optional:

Add a Screen Time or Digital Wellbeing widget to your home screen so you can see today's total at a glance.

Step 2: Back to basic settings

Your phone should be a helpful tool, not a slot machine.

Delete distracting apps

Remove apps that mostly waste your time. For example:

- Social feeds you scroll without thinking
- Mobile games
- News apps that don't add value to your work or life

Make your home screen tools only

Keep only "tool" apps on your first screen. For example:

- Calendar
- Notes
- Maps
- Banking
- Camera

Move everything else off the first screen or into folders.

Turn off almost all notifications

Keep only what you truly need in real time (for example: calls, maybe texts from family). Turn off:

- Social media alerts
- Email pop ups
- Breaking news
- App badges that nag you

Your brain can take 10–15 minutes to get back to full focus after a distraction. Every ping costs you.

Make your phone boring

In your settings:

- Turn on greyscale so the screen is less tempting
- Turn off “raise to wake” / “lift to wake” / “always on display” so the screen stays dark when you pick it up

A dull, dark screen is easier to ignore.

Step 3: Phone boundaries

This is where you protect your best thinking and your focus sprints.

Decide these now and write them down.

Start of day rule

I wait _____ minutes after waking before I check my phone.

Example: 30 minutes so my best focus goes on my priorities, not my inbox.

My rule:

Phone parking spot for focused work

My phone has a “home” that is not my hand or desk. Out of sight, out of reach.

When I am doing deep work, my phone lives:

No-phone zone at home

Choose at least one place or time at home where your phone is not welcome. For example:

- Bedroom
- Dinner table
- Sofa after a certain time

My no-phone zone:

Behaviour swap

When I feel the urge to scroll, instead I will:
(Choose one simple action.)

- ☐ 5 minute walk
- ☐ 10 slow breaths
- ☐ 10 air squats
- ☐ Journal "What am I actually feeling?"
- ☐ Other: _____

Write your main swap:

"When I want to scroll, I will _____ instead."

This one playbook, plus simple daily rules, can win back hours of focus every day.

Ready to stop feeling stuck in your business and start building something bigger?

[Download our free brochure to see full details on the support we offer through Impact Board, or request a free strategy call.](#)