

4-WINDOW PHONE CHECKING RESET

10-MINUTE SETUP | 7-DAY TRACKER

The Rule

- Check your phone only in 4 pre-set windows. (WhatsApp + Email + Teams all together.)
- Between windows, keep your phone out of sight. (Drawer, bag, or another room.)
- Calls are allowed anytime. Use the bypass rule only for real time-bound cases.

Step 1: Choose Your 4 Check Windows

Window	Time	Duration	Purpose
Morning Sync	____ : ____	5 min	Overnight messages. Priorities.
Pre-lunch sync	____ : ____	5 min	Follow-ups. Quick replies.
Afternoon update	____ : ____	5 min	Client/team updates.
End-of-day sweep	____ : ____	10 min	Close loops. Plan tomorrow.

Emergency Bypass (write it)

I will check outside my 4 windows ONLY if I'm waiting for _____ about _____ before ____ : ____.

Good example: "Waiting for Sara's approval on the proposal before my 3 PM call."

Bad example: "My manager might need me." / "Just in case."

Add 1 barrier (choose one)

- ☐ Turn off work app notifications (keep calls on)
- ☐ Move WhatsApp/Teams/Email to the last screen
- ☐ Use Focus Mode / Do Not Disturb outside the 4 windows

Goal: Not to block checking. Goal is to slow the reflex.

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7-day tracker (1 number per night)

Count only extra checks outside your 4 windows.

Do NOT count: scheduled checks, valid bypass checks, phone calls.

Day	Count
Day 1	
Day 2	
Day 3	
Day 4	
Day 5	
Day 6	
Day 7	

Days 4–5 warning:

Urges often spike. This is normal (habit “pushback”).

Do not restart. Push through.
The drop usually shows up again on Days 6–7.

Quick reminders

- If your phone sits on your desk (even face-down), your brain keeps monitoring it. Put it away.
- If you still have 20+ extra checks after Day 7, you likely need structured support.

If checking triggers strong anxiety or affects sleep/relationships, consider a qualified mental health professional.