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## Week 42 Focus: Minimizing Distractions

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**Focus Question:** *What distractions are getting in your way?*

### Description

Distractions abound in today's workplace from:

- 📍 Open concept work areas where visual distractions abound
- 📍 Regular bings from email arrival, updates, Instant Messaging
- 📍 Being called into meetings which may not be necessary
- 📍 Too many open loops or projects on the go
- 📍 The blurring of work and professional roles

All three of these areas can be quickly assessed if you are committed to minimizing distractions for you and your team.

Some initial ideas to minimize distractions may include:

**Creating "focused work" periods.** Whether it's 30 or 60 minutes a day, focused times, which have no immediate distraction allow us to get things done. Many studies find that our immediate productivity can be boosted by giving projects time windows and a time frames. The Pomodoro technique is one example of accelerating productivity. It posits that focused activity for 25 minutes can be followed by a 5 minute break. Read more about the Pomodoro Technique from its' creator here.

**Become ruthless with meetings.** Moving the needle on meetings may be a goal for many teams today. If you have not yet downloaded a copy of my bookmark for my newest book - Effective Virtual Conversations - on making virtual meetings more effective, download it here. It includes 8 Questions you will want to ask yourself before every meeting.

An initial question to ask your self this year is "is a meeting the best way to communicate this information or is there a better way?"

**Closing email and other app windows at different parts of the day.** While it may not always be possible to turn off email for extended periods, it is important to have blocks of time where we are able to focus solely on the task at hand. Providing small work areas for individual and/or groups to meet in for the important pieces of work are critical. It may take a few minutes to get into the flow of these projects, and scheduling in time on a regular basis to have focused work time, is useful in breaking the cycle of ongoing disruption.

Ask yourself if you need to interrupt someone before you immediately hit send on an email which could be delayed or bundled with some of the other questions you have.

Where does your team get distracted at present? What small, but consistent changes would make a difference to the way you are working?

### Activity

Identify the distractions which exist in your world. What is important to take note of?

**For more on this topic check out: Teams365 blog posts on the topic of Distractions. Check them out at <https://www.potentialsrealized.com/teams-365-blog>.**

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**"Starve your  
distractions. Feed  
your focus."  
Unknown**

### Other Ways...

- » Keeping our priorities in front of us at all times can help to minimize distractions.
- » Connecting to our VISION and our WHY also helps to reduce distractions as well.
- » Revisiting our VALUES helps to anchor or our work in what's important.

What else is going to help you get grounded?