

DISTRACTIONS AT WORKPLACE



OBJECTIVES OF THIS PPT



01

Raise awareness about distractions in work performance.

02

Recognize most common reasons for distractions and disorder.

03

Offer advice on how to overcome biases.

04

Learn strategies of putting improvements into practice.

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Reasons for distractions

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**Tips and tricks on how to avoid
distractions and disorder**



EFFECT

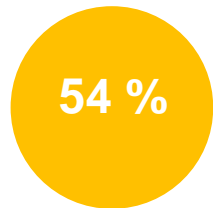
- Leave trails of scattered thoughts.
- Feeling overwhelmed.
- Work is unsatisfying.
- Recipe for burnout.

Distractions and disorder

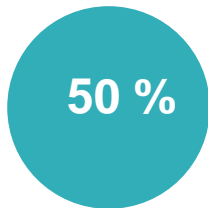
Distractions at workplace often lead to feeling of exhaustion and it may evolve into a habit – **when we are not distracted by someone else, we distract ourselves.**



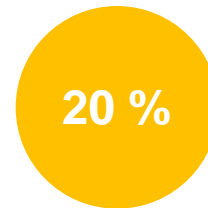
What is the impact of workplace distraction?



Are not performing as well as they should.



Say they are less productive.



Not able to reach full potential.

BENEFITS
of reducing
distractions

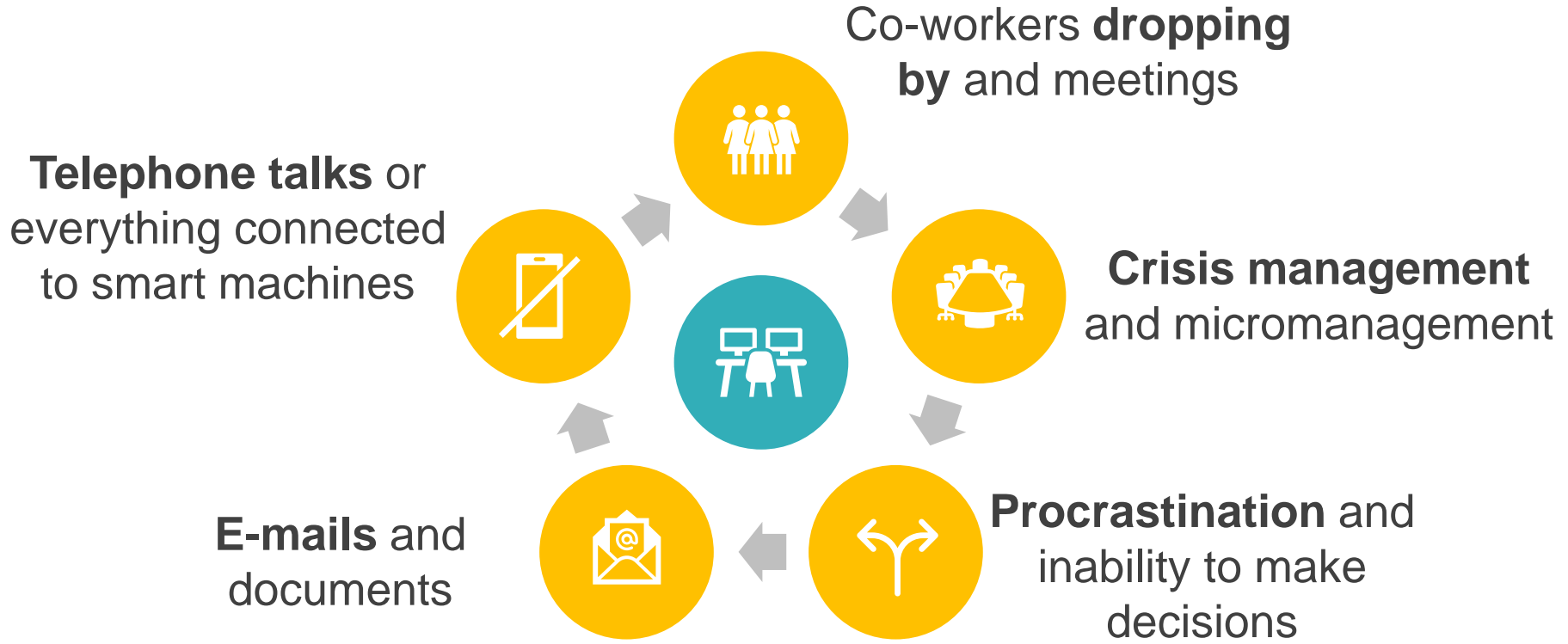


75% say they get more done
57% say they are motivated to do their best
51% say they are more confident
49% say they are happier at work

Source: Udemy 2018 workplace distraction report



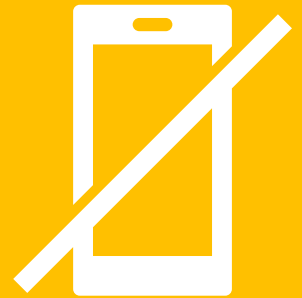
Common distractions at work



Telephone distractions

In the last decade, the number of smart machines and apps enabling calls free of charge has **consequently increased** the number of calls and prolonged the time spent talking during office hours.

In the next slide, you will get some **tips on how to resist phone calls** and how to avoid distracting other co-workers.





Tips and tricks

Hold telephone calls
and **make all calls at
once**. This will double
the effect.

Make the majority of
work-related phone
calls **when driving**
if it is safe.



Channel requests to
your **preferred
platform** (only one is
suggested).

Plan ahead and
prepare yourself for
a telephone talk as
you would for a
meeting.

Note carefully all
information agreed
on during the call as
this will **facilitate
further** work.

Unwanted visitors

Often, there are **co-workers dropping by** and start talking to us when we are deep into our work. This not only distracts us, but negatively impacts our focus and attention.

In the next slide, you will get some tips on which techniques to use in order to **increase your productivity.**





Tips and tricks

Set a time when you **do not want to be disturbed**. Turn off devices.

When someone unexpectedly arrives at the office, we get up **and we escort** them to the door.



Schedule a time slot of your availability for your business partners and co-workers.

Practice **asynchronous communication** to offer more time for decision-making.

Do not be **unexpected visitors** to others. Always ask if it is the right time for a visit.

Meetings

As much as **50%** of working time is spent in meetings, either group meetings or one-on-one meetings. According to estimations, at least **50%** of this time is wasted. This means that as much as **25%** of all working time is lost in meetings of one kind or another.

In the next slide, you will get some tips on which techniques to use in order to **increase your productivity in meetings.**





Tips and tricks

Is the **meeting necessary?**

Try to have a conference call or speak to people individually instead.

Write an agenda and circulate it **at least 24** hours before the meeting to allow **preparation** time.



Start and stop on time. Do not wait for those who come late or do not allow them in.

Cover the **important items first.** Follow the Pareto principle¹. Make **summary** after each item covered.

Assign responsibility and write minutes. Circulate them within the next 24 hours.

Procrastination

It is a habit of **unnecessarily postponing** or delaying an important work-related task. It may restrict your potential and negatively impact your career or teamwork, block opportunities, decrease the number of decisions and lead to doubtful reputation.

In the next slide, you will get some tips on which techniques to use in order to **increase your productivity by minizing procrastination.**





Tips and tricks



Try the „**Swiss Cheese Technique**“². Sort tasks into smaller pieces and choose a part with a set time (e.g. 5 minutes).

First do the tasks that cause you the most fear or are **most uncomfortable**. Start the day with the **worst task**.



Use the **Pomodoro technique**³. Work on your task for 25-minute long stretches, with 5-minute breaks.

Develop the ability to **complete the task** and maintain a fast work pace.

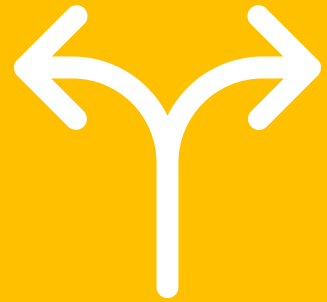
Write down the benefits you will get from completing the task on time. This will **motivate** you.

Inability to make decisions

When making decisions, we should follow one basic rule:

- **80% of decisions are supposed to be made as soon as they appear, only 15% later, and 5% of decisions are never to be made.**

In the next slide, you will get some tips on which techniques to use in order to increase your productivity by **improving your ability to make decisions.**





Tips and tricks

Whenever possible,
delegate tasks to others.
This allows you to save
time and focus on more
important tasks.

If you are unable to make
decisions immediately, it is
very important to **set a
deadline** when a decision
should be made.



Decision-making
requires courage.
Often it is **better to
make a decision** than
to not make it at all.

**Investigate the situation
and avoid perfectionism.**
Try the Vroom-Yetton
decision model.

Try the „**Six thinking
hats**“⁴⁴ technique to
boost the productivity
of thinking.

Documents and e-mails

E-mails and documents can sometimes be a big waste of time. When answering e-mails, try to follow this rule by David Allen:

- If you can finish your response in two minutes, **send it right away**. If you procrastinate, you end up using more effort to reprocess it.

In the next slide, you will get some tips on which techniques to use in order to **increase your productivity by improving your ability** to better deal with e-mail and documents.





Tips and tricks

When sorting documents, follow the **Eisenhower matrix**⁶ and divide tasks based on **importance and urgency**.

Organize mail using folders like "**Action**," "**Waiting**," and "**Archives**."



Avoid looking at e-mails first thing in the **morning**. It is best to focus on the hardest tasks in the morning.

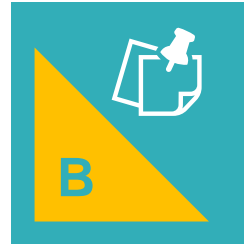
Turn off e-mail notifications, while working on the computer. Notifications cause **distractions**.

Discard unuseful documents. Save only those you aim to read or need for further work.



Getting e-mails under control⁷

Use the **DELETE** key!
Deleting everything we
do not need is crucial
to managing the flood
of e-mails.



**Complete the >2
minutes ones!** If you
can answer an e-mail in
less than two minutes,
do it right away.

FILE!
When in doubt, keep it.
Use list by topic,
theme, or person.

Organize e-mails that
require **action and
follow-up.**



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Thank you

Distractions and disorder