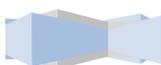# IO2. Task 2.2
Work slowly, work better
Training toolbox
Social Media distractions

NAME OF THE TOOL: Test, verify and share – A tool for awareness

ORGANIZATION AND COUNTRY: CPIP, ROMANIA

Online [√] **Face to face** [√]

Overview (What I am going to learn?):
1. How easily distracted by social media you really are.
2. What you can do to reduce social media distraction.
3. Practical advice from colleagues on how to reduce social media distraction.

Objective (What am I going to learn it for?):
1. Reduce stress caused by social media distraction, fear of being seen while spending time on social media or delaying tasks.
2. Increase productivity by staying focused for a longer period.

Materials:
Phone
Post-it
Pens
Checklist

Time: 45 minutes

Target group: all employees who check their phone or social media during work time

Instructions for facilitators

1. Prepare the materials needed (post-it, pens, checklist; make sure everyone has a phone).
2. Moderate the entire activity.
3. Use a timekeeper for the activities that require a limited amount of time.
4. Ask for feedback at the end.

Tasks and procedure

Procedure:

This tool involves testing employees' ability to concentrate by providing a clear picture of h0ow distracted they are from social media and a list of effective ways to reduce social media distractions at work. The purpose of the tool is to make employees aware of the real severity of the distraction during the program and how it can be reduced. At the

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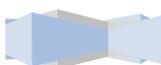
end of this activity, employees will know how easily distracted they are from social media and how to reduce these distractions.

Task 1: Testing distraction (20 min)

STEP 1: Ask everyone to draft an email to the human resources department to describe their activity in the last month (15 min). While this time, be sure to make some noises, to send them messages or to make sure you are receiving notifications to distract their attention.

STEP 2: When the time is up, ask them to write down on the post-it, how many times they were distracted and how hard it was to focus (5 min).

Task 2: Checklist to reduce social media distraction (10 min)

Given that we have identified the severity of social media distraction, it is time to find out if the employees have the necessary leverage to reduce this distraction.

STEP 1: Ask everyone to check the appropriate boxes for the methods that they are already applying to reduce social media distractions. This activity will help them see if they have taken a stand against distractions and what else they can do about it (3 min).

- [ ] 1. Turn off notification
- [ ] 2. Turn the phone on silent mode
- [ ] 3. Use blockers for certain apps, websites and news feeds
- [ ] 4. Keep tabs to a minimum
- [ ] 5. Take breaks without using your phone
- [ ] 6. Turn off your phone or leave it out of reach
- [ ] 7. Create a social media schedule (timeboxing)
- [ ] 8. Do not check the phone when you wake up
- [ ] 9. Implement a reward program (ex: 20 minutes without phone = 2 extra minutes of break)
- [ ] 10. Establish a no-tech zone
- [ ] 11. Use focus tools or apps
- [ ] 12. Use airplane mode or do not disturb mode

STEP 2: Ask the employees to share with the group which of the boxes they have checked and what kind of actions they are already applying. In this way, employees can have a term of comparison and find out what their colleagues are doing in the process of reducing social media distraction (7 min).

Task 3: Share of best practices (15 min)

Ask employees what else they do to reduce social media while working.

Topics to start the discussion:

- If you intend not to use the phone for an amount of time, will you succeed?
- Would you feel comfortable to have no access to social media while working?
- Do you think that the interruptions caused by social media decrease or are a boost for productivity?

Adaptation to online implementation

This tool can also be used in an online environment. Here are some adaptations so you can realize the activity in online:

1. You need a platform where the online meeting is going to be hosted (ex: Zoom). Make sure everyone in the company gets the link and the program of the activity.
2. Ask them to draft an email on their device (PC/phone) to the human resources department to describe their activity in the last month. During this time, make sure that you send them messages on different social platforms to ensure distraction.
3. Instead of post-it they are going to use the chat of the platform to share the number of times they were distracted and how difficult it was to focus.
4. For the checklist we are going to use a form where they can answer online.
5. Instead of sharing with the group the checklist, we are going to use the overview of responses provided by the form.

Connection with the skill

There are two options to access social media while working: on your phone or your PC. This tool provides not only an awareness part, so you may know how easily distracted you are, but also a checklist with things you can do to reduce social media distractions and best practices from your colleagues. With the help provided by this tool you can be more focused and more motivated to work because of the lack of distractions.

Conclusion and evaluation

While technology has increased our productivity in many ways, the downside to having so many easy-to-use tools at our fingertips is that they can be incredibly distracting. This training tool provides a better understanding of social media distractions with the help of the test but also some solutions on how to reduce the time spent on social media.

A checklist with indicators for evaluating the use of the tool against its expected results:

1. How many employees participated in the activity? 1-10/11-20/21-30/31-40/50+
2. Were the instructions understood by everyone? YES/ NO
3. Were employees reluctant to get involved in activities? YES/ NO

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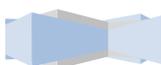
4. Were they honest about the time spent on social media during work? YES/ NO
5. Did employees express their answers freely without barriers? YES/ NO
6. Was employees' reaction positive towards this activity? YES/NO
7. Did employees participate in the share of best practices? YES/NO
8. Was a positive atmosphere achieved? YES/NO