



IO2. Task 2.2

Work slowly, work better

Training toolbox

Social Media distractions





NAME OF THE TOOL: Try to keep up – How easily distracted are you?

ORGANIZATION AND COUNTRY: CPIP, ROMANIA

Online Face to face

Overview (What I am going to learn?):

1. How well you handle two conversations at the same time.
2. The importance of focusing on just one thing.
3. How can you avoid social media distractions?

Objective (What am I going to learn it for?):

1. Raising awareness on the real impact of social media distractions.
2. Increase productivity by staying focused for a longer period.

Materials:

Phone
Scripts

Time: 25 minutes (5 minutes each round, 10 minutes discussions).

Target group: employees (especially those who use social media during work).

Instructions for facilitators

1. Explain the objectives of this tool.
2. Explain each role (the main player, the writer and the speaker).
3. Give to the speaker and the writer their scripts.
4. Ask the list of question questions to test the main player's focus on two conversations at the same time.
5. Repeat steps 3 and 4 twice so each participant goes through each role.
6. Moderate the discussion.
7. Ask for feedback and complete the evaluation checklist.

Tasks and procedure

This tool is based on interaction and communication between 3 people, each with a defined role. The activity involves testing the concentration and the ability to stay focused in two places of the main player, who must respond to the messages of the





second participant while the third speaks to him. The main player will be asked 5 questions related to details to test how focused he could be in two simultaneous conversations. The tool will have 3 rounds in which the participants should change roles in such a way that each one goes through the 3 roles. Each round, change the script and the questions for maintaining the level of difficulty.

ROLES:

1. **The main player** has the role of responding to the messages he receives from one of his colleagues and listening to what the other colleague says.
2. **The writer** has the role of writing messages to the listener about the details of an event in which they will have to participate together.
3. The role of **the speaker** is to present to the listener a new task that they will work on together.

TASKS:

1. The speaker starts to read their script and the writer starts to write messages using his script.
2. The main player listens carefully to the speaker and answers to the messages from the writer.
3. The main player answers the 5 questions.
4. The moderator tells the main player the right answers.
5. The three participants change roles.

Here is an **example** that illustrates the tool:

The speaker script:

“So, remember the task I was telling you about? The one where we must create a training course for the new positions, we just open? Turns out we must do it way much sooner because the new colleagues will start on Monday. So, the deadline it’s Friday at 3 pm, so that the manager has time to look over it. I also found out from the HR department that we already do have a draft of this kind of training which means we only have to adapt it to the new position, which is great. We don’t have much time so could you do me a favour and design some practical activities till tomorrow?”

The writer script:

“Hi, have you filled the preferences form for my party on Saturday?”

...





I don't know if I should order some dessert besides the pizza and the snakes. Do you know any restaurant that could deliver pizza and good dessert?

...

Could you please fill the form because tomorrow after work, I'll go shopping and I need to know all the information. And don't forget to bring me that tie with cherry squares!

...

Also, do you want to bring a +1?

..."

Questions:

1. Why must you finish the task earlier?
2. What time is the deadline?
3. What favour did your colleague ask from you?
4. When will he go shopping?
5. What is the pattern and the colour of the tie?

Answers:

1. Because the new colleagues will start on Monday.
2. Friday at 3 pm
3. I am responsible for practical activities
4. Tomorrow, after work
5. Cherry squares

When all 3 rounds have passed, suggest the following topics for discussion:

- Do you think that the interruptions caused by social media decreases or are a boost for productivity?
- Have you ever tried to reduce social media distraction?
- Do you consider yourself addicted to social media?

Adaptation to online implementation

The tool works the same whether it is online or offline.

Connection with the skill

This tool provides an awareness part, so you may know how easily distracted you are. With the help provided by this tool you can understand the real impact of social media distractions on your work and start working on this problem that affects productivity.

Conclusion and evaluation





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

1. Were the instructions understood by everyone? YES/ NO
2. Were employees reluctant to get involved in activities? YES/ NO
3. Were they able to answer 3 or more questions correctly? YES/ NO
4. Did they manage to keep focus on both conversations? YES/ NO
5. Was employees' reaction positive towards this activity? YES/NO
6. Did each employee participate in each role? YES/NO
7. Was a positive atmosphere achieved? YES/NO

