

A blurred office desk scene. In the foreground, a laptop is open, with a pair of black headphones resting on its lid. To the left of the laptop is a stack of papers or books. In front of the laptop is a smartphone and a dark-colored travel mug. To the right of the laptop is a white coffee cup. The background is out of focus, showing more of the desk and a bright light source.

# SOCIAL MEDIA DISTRACTIONS

How to resist the temptations of Social Media at work



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# How to resist the temptations of Social Media at work



1

**Understanding the benefits of staying away of Social Media**

2

**Having a greater understanding on temptations of Social Media at work**

3

**Demonstrating a greater ability to bridge the positivity and negativity of Social Media**

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# How to resist the temptations of Social Media at work



It is well-known that social media is a great tool to build and strengthen relationships with co-workers. Through social media, communication with coworkers can improve and company morale can increase. Nobody “disputes” that.

But what to do when used excessively?

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## Finding time for focus when your job is staying plugged in

- The everyday challenges of the job, like managing trolls and navigating the daily news cycle, were heightened by an ever shifting landscape.
- 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.







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## Go cell phone-less at work (if you can)

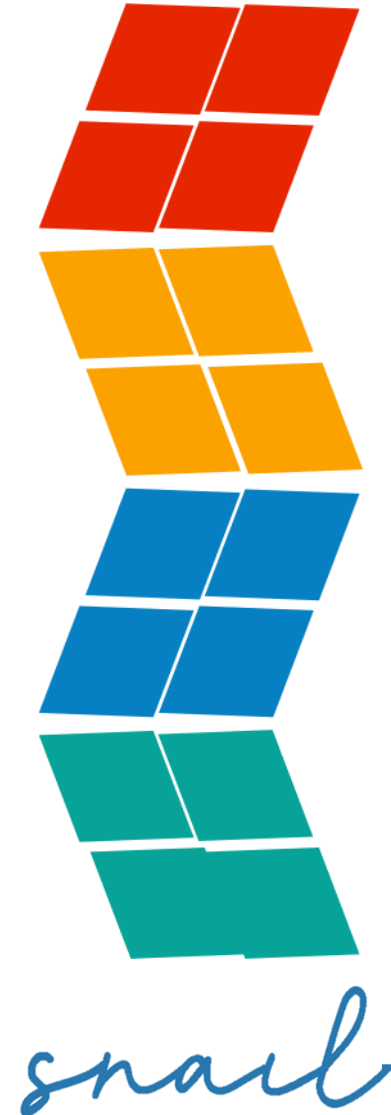


If you are concerned that people will worry when they don't hear back from you right away, you could set an auto-reply in your messaging app that says:

**“I’m at work and won’t check my messages until [INSERT TIME].”** Then, gradually, you may be able to work yourself up to going without your phone for the whole day.



Free image on Unsplash





# 4 ways not to be distracted by Social Media

**Just say #no**

01

**Close news and  
social media sites**

02

**Plan times to interact  
with it**

03

**Close your Internet  
browser when you  
are working**

04

**Managing Physical  
Space**



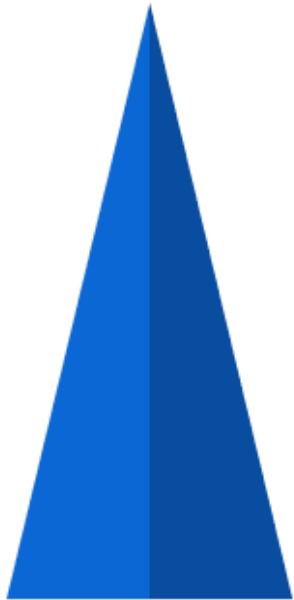


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# TECHNOLOGY CAN BOTH HELP AND HINDER OUR WORK



100%



***Harvard Business Review article about the cost of continually checking email notes that several University studies have found refocusing attention on work after being distracted by email can take up to 20 minutes. Monitor yourself for a day or week. Observe how you use your phone and the Internet. How much time do you spend checking things? How do you react when a new message arrives? Consider how that usage supports or hinders accomplishing what you established as really mattering in the previous step.***

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**You cannot do big things if  
you are distracted by small  
things**



**There is nothing wrong with using social media to take a short break during lunch, if your organization allows it. However, problems arise when checking your social feeds during the day becomes a way to "survive".**





## Is your mind on the job?



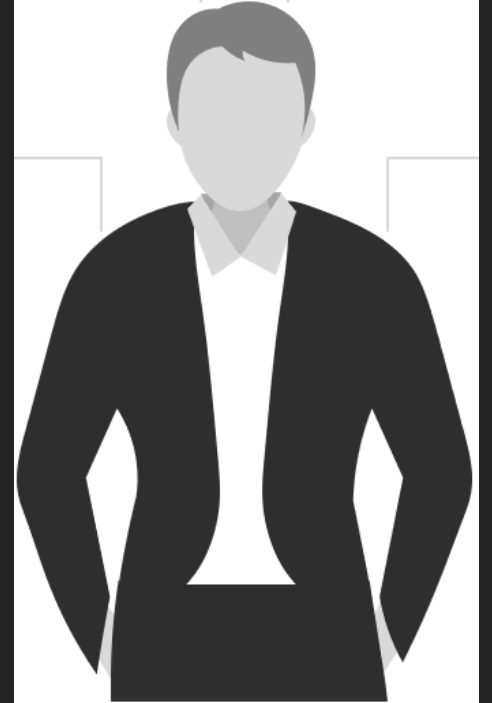
The world demands our attention 24/7, and it is very easy to get distracted by checking our social media or the latest headlines.

**Once you have been distracted at work, it can also take you a considerable amount of time to re-focus. Therefore, it is vital that everyone is able to identify their ‘distractions’, the risks they may pose to your productivity and safety and learn how to address these distractions (W.Morrison 2013).**



## Social-personal distractions

- Workplace distractions are not always work-related. Some distractions are brought into the workplace from outside events or situations such as financial problems, health issues, or simply having a bad start to the day. It is important that you are aware of your mental wellbeing and to seek assistance if needed.



Take a screen break



**Factoring periodic screen breaks into your online study schedule is a great way to avoid burnout and increase your productivity. Therefore, try to schedule five to fifteen minutes every hour or so to get-up and briefly disconnect from the computer screen. Use this time to refill your water bottle, grab a snack, step outside, and destress.**



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## INTERACT MORE, SCROLL LESS



**One of my main goals for using social media is to form part of the conversation. If you use social media to share content, then having a plan for your content can be a good approach. *Just be careful not to get into the "media trap".***

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Get some rest



**Trying to be productive online when you are exhausted can be incredibly difficult. Not only is your attention span wavering but chances are you won't get as much out of your online classwork as you should. Therefore, make sure that you are getting plenty of rest.**

**First look at your sleep schedule for opportunities of improvement.**



## Make efforts to focus better

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- More often than not, you can be your worst enemy when it comes to focusing on work. A few internal changes can help you change the way you conduct yourself at work, and help you finish work on time. The best way to handle social media or technological distractions is to have frequent no-internet periods from time to time.





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## End the day on a high note



**Keeping your energy levels up throughout the day can be hard work for even the most diligent worker. However, if you can make your workday fun, you will be focused enough to finish your deadlines on time and maintain your work-life balance with a positive frame of mind.**



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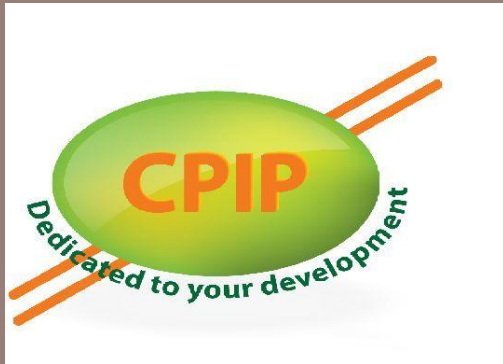
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THANK YOU

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at work