

# Distractions

## WHAT THE DATA IS TELLING US...

The data collected from FormScore polls tells us that Distractions was the second most selected driver for lowering team members FormScore. We don't think that will come as ANY surprise to you given we live in a world of social media, instant messaging and a never-ending barrage of emails!

Outlined below are some ideas you could try with your team to help them minimise distractions. It requires commitment from everyone in the team - so it's great to brainstorm these ideas together with your team so everyone is on board!

## IT'S OH SO QUIET...

We all have different working styles - some of us need quiet, some of us like hustle and bustle and for some of us, it depends what we are working on.

How about facilitating a discussion with your team about the conditions they need to work effectively - and then consider whether they have those conditions.

This could include quiet spaces for concentration, or the option to wear headphones to block out noise.

The process of involving the team in this conversation is crucial as it empowers them to identify solutions that work for everyone.

## DOES YOUR TOOLBOX HAVE THE RIGHT TOOLS?

To help a distracted team, start by brainstorming with them to identify the sources of distraction, even if they are not work-related. Encourage them to work together to help one another identify strategies for less distractions.

Another approach is to ensure the team is taking enough breaks, such as adopting the Pomodoro technique of focusing for 25 minutes, taking a 5 minute break, and then taking a longer break after 4 intervals. This can help build in breaks and increase focus during work periods.

## PLEASE DO NOT DISTURB!

Instant messages can be distracting, interrupting important tasks.

Give your team permission to turn off instant messaging and notifications, and make use of the 'do not disturb' settings.

It's important to agree as a team to respect each other's boundaries, and perhaps even schedule a time each week where there are no meetings, calls, or instant messages so everyone can focus.

Make sure you do this for yourself too!

