



Increase Your
Focus



exec angels



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An average worker is interrupted every 3 minutes. It takes an average of 23 minutes to then regain focus. Is this you? Ask yourself these questions...

1. How many minutes have you spent scrolling through your phone today, either checking social media or reading messages. Be honest!

2. Why did you check your phone? Habit or a notification?



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3. Phones are just one distraction. What else distracts you? Write down 3 things that have interrupted you today (yes you can include your boss!)

4. What can you do to reduce these distractions?



A Few Top Tips

Switch your phone to 'do not disturb'

- Your phone can manage without you for an hour! Head to your settings and select 'do not disturb'. Or put it away.
- Switch off the notifications on your social media. Whilst you're working, you don't need to know who has tagged you in a post or added to their Instagram story.

Have an email-free hour

- If, like me, you're working on a set of minutes, emails are a welcome distraction! But if you answer every email that comes in, you will never finish the task in hand. Shut your email programme down for just one hour and see how much you can get done.

Shut down programmes you aren't using

- Clear desktop = clear mind

Keep your boss busy!

- Schedule some external meetings for your boss when you've got a huge project to complete. Or some internal catch-ups with their direct reports. You look efficient and get some space to work - win-win!

Create an environment that works for you

- For me, that's peace and quiet. For others, that might be a busy office. Whatever enhances your focus, try to create the best environment for you.