

From Distracted to Productive

Finding Your Focus in a Hyper-Interrupted, e-Distracted World

Presented by
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So why are people so distracted???

E-mails	Text Messages/IM
Smart Phones & Tablets	
Voice Mail	Faxes
	Social Media
"Snail" Mail	Office Clutter
Traditional Media/News	Interruptions
Even Family & Friends	

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The Squirrel Syndrome!

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Agenda of Program

- Introduction/Statistics of Distraction
- Reducing the Impact of Unexpected Interruptions (Including Tips for Work from Home)
- Smart Phone Insanity including New/Social
- Handling & Managing E-mail & Input Overload
- Multitasking vs. "The Flow"
- Planning/Working Your Day For Higher Productivity
- Owning Your Technology (Rather than it owning you!)

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Distraction Reality The Troubling Statistics

- ▷ More than half of professional e-mail users spend 25 – 50% of their day doing e-mail
- ▷ Only 1-3% have had formal training
- ▷ Average user reads EACH AND EVERY e-mail 3-7 times before taking action on it, "tasking it", or adding to calendar
- ▷ 20-25% of workers check their e-mail 20 or more times per day
- ▷ 13% of Smart Phone users now show signs of clinical addiction
- ▷ The typical user looks at their phone 50 - 150 times per day!
- ▷ Many people report getting interrupted between 10-25 times daily by work-related phone calls, "stop bys", and texts
- ▷ 95% report being "distracted" at some point during the day
- ▷ Those reporting higher distraction also report higher overwhelm


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An Important Disclaimer

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**Let's Start at Home:
Invest in Your Home
"Infrastructure"**


- Set up a designated space
- Make it comfortable
 - Ergonomic chair! Desk that fits!
- Make it private
- Let family know when need privacy (your dogs don't care)
- OK to "flex" a bit, but watch for need for focus ...



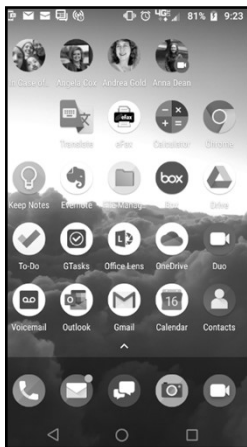
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**Invest in Your "Tech"
Infrastructure**

- Bringing laptop from work?
- Setting up home computer?
 - Privacy concern???
 - Access to VPN/O 365/G-Suite?
 - Critical software?
- Second monitor!
- High-speed Internet (upgrade?)
 - Phone hotspot as backup?
- Printer/Copier/Scanner/Fax



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What about your phone?


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**Your Productivity Infrastructure:
The "Killer" Suite Apps**

<p>Microsoft</p> <ul style="list-style-type: none"> • Office 365 • Outlook Local Client (PC) • Office Apps: Word, Excel, PowerPoint (Prezi?) • Outlook.com App (E-mail, Calendar, Contacts) • Microsoft ToDo • OneNote • OneDrive • Office Lens • Teams/Skype <p>LinkedIn? Zoom? GoToMeeting? Facetime?</p>	<p>Google Suite</p> <ul style="list-style-type: none"> • Gmail • Google Calendar • Google Contacts • Google Tasks (or GTasks) • Google Keep • Google Docs, Sheets, Slides (Prezi?) • Google Drive • Google Duo <p>• (And still Office Lens!)</p>
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**“Smart Phones
often make
for stupid
people.”**



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Smart Phone Sanity


- Manage Your Attention – Own Your Device!
 - Check notification settings – phone, text, social, apps, etc.
 - Consider special ringtones/notifiers – most and LEAST important people
- Put it away if you really need to focus
 - Consider who you give your number/text
 - Technology should be an enabler, not a disabler or distractor
 - Are you clinically addicted? (Can also be television, video games, social media, etc.)

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**Beware:
News/Social**

- Be very careful with both News feeds and Social Media – especially now
- Really easy to get “sucked in” – lots of negativity and polarization
- Be aware of your usage – be aware of the distraction
- Take breaks, set limits, maybe reduce sources?
- Consider setting a timer? Allow short break
- Remember: designed to be “addictive”
- Counter-statistic

For some, a HUGE squirrel



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*Use Mobility and
Mobile Tech to
Help Find Focus*

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Cost of Interruptions to
American Business:
\$650 Billion/Year

Average Time Lost
Per Interruption:
4-15 Minutes

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Two Primary Kinds of Direct Interruptions

- The Phone Call (Text?)
 - You CHOOSE to Answer
 - *Voice Mail IS an Option!*
- The "Stop By"
 - They FIND You (if you let them!) - WAIT! This is now your kids and dogs!
 - *Sometimes the worst place to get work done is your office/workstation/desk!*



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Let's Talk E-mail! The Harsh REALITY

___ HOURS

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The Two Key Ways E-mail is Owing You:



Checking far too often



Reading same messages over and over again

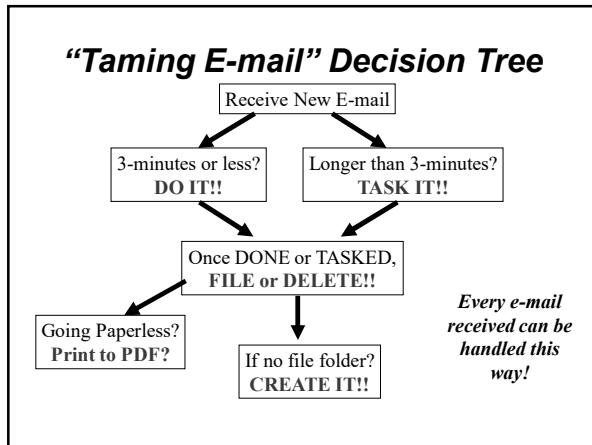
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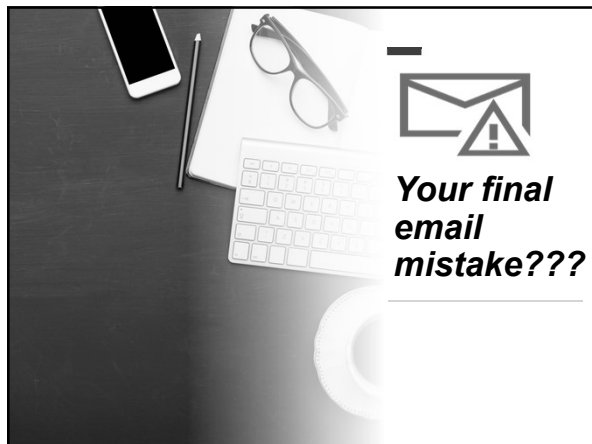
Don't "Bling!"

- Resist temptation to constantly monitor
 - Manage sounds & pop ups
 - But, identify most important senders!
- Consider a regimen: check at set points throughout day (except for most important)
 - To balance productivity with responsiveness
- Are you being forced to "bling"?
 - Ask for a "habit change"
 - Are you "blinking" with more than e-mail??

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A New Daily Process




At least once a week:
Review Priority Memo



Every day:

- Check calendar first – look ahead!
- Check today's calendar – how much time?
- Revise task list per priorities and calendar
- Plan delegations/follow ups
- Check e-mail/voice mail/snail mail
- Revise task list again per available time
- GET TO WORK

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**Another
Truth ...**

*“I don’t
necessarily enjoy
ritual and
regimen.
But I certainly
thrive on it.”*

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Final Thoughts:

- Lots of info to chew on here:
 - Pick the ideas/strategies that work best for you
 - You can reduce the impact of those “squirrels” and find your focus and productivity again!
- Come back to your notes later to integrate more
- Consider all of your inputs, technology, distractions – look for opportunities to better manage and control
- Continue learning/practicing/perfecting your use of time
- Keep finding ways to get the most important things first!

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“Be the change you wish to see in the world.”
– Gandhi

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Where to Get More Info:

- Randy Dean’s *Taming the E-mail Beast* (Available on Amazon.com – search “*Taming Email*”)
- David Allen’s *Getting Things Done*
- Malcolm Gladwell’s *Blink*
- Randy’s E-newsletter: *Timely Tips*
- Randy’s *Taming E-mail Facebook Fan Page*: <http://www.facebook.com/TamingEmailBeast>
- Randy’s *LinkedIn Page*: <http://www.linkedin.com/in/randydean>
- **YouTube:** Search “Randy Dean”

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Other Randy Dean Programs:

- *Taming the E-mail Beast*: Key Strategies for Managing E-mail & Info Overload
- Finding an Extra Hour Every Day *Workshop*: Time Management Strategies for Busy Professionals
- Optimizing Your Outlook: Time Management Strategies for Busy Outlook Users
- Time Management in “The Cloud”: Using Google Apps to Manage Your Time, Life, Work, Projects, People & More
- Smart Phone Success & Terrific Tablets: Getting More Productivity From Your Smart Phone/Tablet Devices
- Managing & Leading Great Staff & Team Meetings
- Go to www.randalldean.com/programs.html

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We're Done!!!

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