



3 WAYS TO AVOID distractions at work

It's a common problem: you need to focus on work, but you keep getting distracted. Here are three quick ways to focus and check things off your to-do list.

1. **Turn off the “rings” and “dings.”** Turn off notifications for emails or texts on your phone before you start a task.
2. **Set a timer.** Work blocks can be a valuable tool to help you get things done. Set a timer for 25-40 minutes and focus on one task during that time. When the timer goes off, take a 5-minute breather. Get a drink of water or go for a quick walk.
3. **Schedule email check times.** Check your messages at scheduled times between work blocks. Spend a few minutes checking and responding. Then, set your timer and start another work block.

Source: Society for Human Resource Management