

Distractions are Little Gremlins All Around Us

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INNER GREATNESS

How often are you distracted?

Distractions can seem impossible to avoid. Statistics show that distractions cause a massive loss in productivity. The typical manager is interrupted every eight minutes, and employees generally spend 28 percent of their time dealing with unnecessary interruptions and trying to get back on track.



Resource 1

Distraction free

Begin building habits that help you eliminate distractions and stay focused. Start by creating an environment in which you're less tempted to get preoccupied with something other than what you're working on. This isn't always easy to do. For one, many of us rely on a computer to do our work, but we also find our biggest distractions enabled by the use of a computer on the internet. If you constantly find yourself wandering over to video or shopping websites, try using a website blocker app.

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Work to create habits that signal to yourself and those around you that you're in distraction-free mode. Close the door to your office. Put on noise-canceling headphones. Turn off your phone or put it on silent and move it away from you (so you can't easily pick it up). If you work in an open office, you may find it helpful to move to a quieter location. Studies have found that distractions happen 64 percent more often in an open office, and we're interrupted by others more often in that environment as well.

There are side effects of too much mobile phone usage.

Keep an eye on the length of time you spend on your phone!

[Mobile/Cell Phone Addiction](#)

Resource 2

Set three main objectives every day.

A long list of things to do can feel insurmountable and leave us feeling overwhelmed. We're ready to give up before we start, and that's when it becomes easy to give in to distractions. You can offset this by giving yourself 3 objectives to accomplish every day. Write them on a sticky note and post it where you can see it every time you look up from your work.

By limiting the number of daily goals, you'll have clearly defined what you need to work on. You'll work with greater intention on those tasks and your mind will be less apt to stray.

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Resource 3

Monitor your mind wandering

We spend nearly 50 percent of our waking time thinking about something other than what we're supposed to be doing, according to one Harvard study. We are on autopilot, and our mind is wandering, in part to avoid the effort of focusing on something. The key to heightened productivity is to notice when your mind is distracted and bring your attention back on task. This means paying attention to your thoughts and recognizing when your mind starts drifting. This allows you to manage what you focus on and redirect your thoughts when you slip up. Instead of allowing yourself to keep meandering over to social media to check out your newsfeed, you actively put the brakes on this distraction.

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