

STRATEGIES TO HELP MANAGE DISTRACTIONS

1

Create a Distraction-Free Workspace

- Keep your desk clutter-free to reduce visual distractions.
- Use noise-cancelling headphones if you're in a noisy environment.

2

Set Clear Boundaries

- Let colleagues know when you need uninterrupted work time.
- Use a **"Do Not Disturb"** sign or status on communication tools.

3

Control Digital Distractions

- Turn off non-essential notifications (emails, social media, messaging apps).

4

Time Blocking & Pomodoro Technique

- Allocate time for deep work and breaks.
- Work in **25- or 50-minute sprints** with short breaks in between.

5

Manage Emails & Messages Effectively

- Check emails and messages at set times (e.g., morning, midday, and afternoon).
- Use email filters and rules to organise your inbox.

6

Prioritise Tasks (Eisenhower Matrix)

- Focus on **important tasks first** and avoid getting caught up in minor distractions.

7

Reduce Background Noise

- Use white noise machines or apps to maintain focus.
- If working remotely, choose a quiet location with minimal interruptions.

8

Minimise Meetings

- Only attend necessary meetings.
- Set an agenda and time limits to keep meetings focused.

9

Take Controlled Breaks

- Instead of random distractions, schedule **purposeful breaks** (e.g., a short walk, stretching).
- Breaks improve focus and reduce mental fatigue.

