

**Alita Marlowe Bluford**

**Subject:** Efficiency Tips Oct. 7 Distraction necessary or Nuisance



Organizing your workplace with your BrainInMind!

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## Distractions: Necessary or Nuisance?



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**Call us at 1-800-852-9050 We teach you how to decide what to toss, what to keep and how to quickly find what you have kept in your workplace with your ..... *BrainInMind!***

**Dis-trac-tion**, *noun* (dĭ- strâk'shən) : that which divides attention, prevents concentration. Synonyms: *madness, lunacy, insanity, craziness.*  
Secondary definition: entertainment that provokes pleased interest.

- In our workday, distractions are usually unwanted. It is estimated that thousands of hours and dollars are lost each year due to interruptions and distractions. Distractions cause mistakes, short tempers, missed deadlines, incomplete work and cause your performance to be less than your best. Are you working in a "distraction-rich" workplace? See below to learn about types of distractions and tips to deal with them!

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### Did you know...

- There are two types of distractions: internal and external. Internal distractions include your random thoughts, unsettled emotions, unresolved issues. External distractions include the temperature of the room, comfort of your chair, a ringing telephone or email (wanted or unwanted information), and the music playing on your office stereo.
- Only fifteen percent of distractions are worthy of your attention.
- Many people allow themselves to be distracted because they don't have good communication skills to manage the distraction appropriately.

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- You have the **most** control over internal distractions. Take time to figure out what is 'on your mind' and deal with it definitively so you can focus on work.
- Learn prioritization and judgement making skills to allow you to quickly determine the relevance of an external distraction and decide whether to ignore or accept it.
- Is the external distraction someone else's emergency because they procrastinated and are now trying to make this your problem?
- Must it be dealt with **NOW**? Must **I** be the one to deal with it or can I delegate it?
- What is the worse possible thing that could happen if I ignore this distraction?

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