

**Alita Marlowe Bluford**

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**Subject:** Oct 21 Distraction timing is everything



Organizing your workplace with your BrainInMind!

**Certified Professional Organizers for your Business**

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## **Distractions: Timing is Everything**



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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!***

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Only nine percent of workers actually work for one hour without interruptions. On a normal day, how long are you able to work without an interruption? Studies have shown that a project which would take one hour to complete without interruptions, takes an average of four hours to complete with interruptions.

According to Peter Drucker: *"To be effective, every knowledge worker and especially every executive, therefore needs to be able to dispose of time in fairly large chunks."*

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### **Did you know...**

- Unless executives protect themselves, they are interrupted approximately every eight minutes.
- Eighty five percent of the interruptions we receive are a waste of time.
- We allow interruptions because we are not clear on our goals and priorities for today's work day.
- We must say 'no' more often to reduce distractions and most of us are psychologically uncomfortable with doing so because it interferes with our perceived need for approval.

### **Help is here...**

- Chunk your time to deal with specific types of interruptions according to pre-scheduled time blocks. If interruptions ARE you work, pre-schedule

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interruption time blocks often in your day. If interruptions ARE NOT your work, assume you will still receive some, and pre-schedule time for them.

- Determine your peak production time and make yourself unavailable to the outside world each day. *Go into work early if that is the only time possible to snatch un-interrupted work time.* (at least 2 hours) You will be amazed at the amount of work you can accomplish.
- Set policy regarding what issues are 'interruptible' and which are not. Train your staff on how to deal with non-interruptible issues and create a 'holding tank' so the issues don't get forgotten.
- Don't allow the damaging habit of '**brain dumping**' (*when someone feels they must tell you something immediately because they won't remember it later*). Their poor memory becomes your unwanted interruption. Create a system that works for everyone.

To learn more about reducing distractions in your life, click on the link. [Daily Distraction Detox by Leah Guy | Jul 27, 2008](#)

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