



FACTS & FIGURES

54% of workers say that **DISTRACTIONS** negatively impact their performance.

20% of workers in the same study said that **DISTRACTIONS** are keeping them from advancing in their careers.

THE 3 biggest distractors in the workplace are **SMARTPHONES**, the **INTERNET**, and **GOSSIPY / CHATTY CO-WORKERS**.

65% of respondents say that **FACEBOOK** is the biggest online distractor in the workplace.

25 MINUTES is the average time it takes someone to reset and get back on track after being distracted.

\$650 BILLION DOLLARS are lost in US companies each year due to distractions.

DISTRACTIONS ARE PROBLEMATIC FOR SEVERAL REASONS, BECAUSE THEY CAN:

LEAD TO ACCIDENTS

NEGATIVELY IMPACT FINANCES

DISRUPT LEARNING

WHAT HAPPENS WHEN WE **MANAGE** DISTRACTIONS



People report that they are ...

... more productive and get more done

75%

... more motivated to do their best work

57%

... more confident in their abilities

51%

... happier at work

49%

... able to deliver higher-quality results

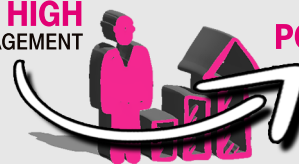
44%

... when they reduce distractions at work.

—Udemy, 2018

WHAT DOES THIS MEAN?

HIGH ENGAGEMENT



POSITIVE BUSINESS OUTCOME

HOW DO WE **ADDRESS** THE PROBLEM?



BE MINDFUL

Mindfulness practices are useful when we prioritize tasks, when we need to adjust our attention, arrange our environment, and can help defuse tense situations.



STOP MULTITASKING

Balancing 4-5 tasks doesn't show hustle, it just makes all of them take longer. Give one task at a time your full attention.



PLAN OUT YOUR DAY

Stick to the plan. Some experts advise workers to do this at the end of each day, others at the beginning, but most agree that a plan is a plan.



GET TO KNOW YOURSELF

Think about times of day when it's easier for you to focus, and leverage those to your advantage. If you are an early riser and at your best before lunch, do the tasks that are the most challenging then.



SET BOUNDARIES

Become aware of the things you find most distracting. Set some rules around those things. Rinse. Repeat. Be productive!