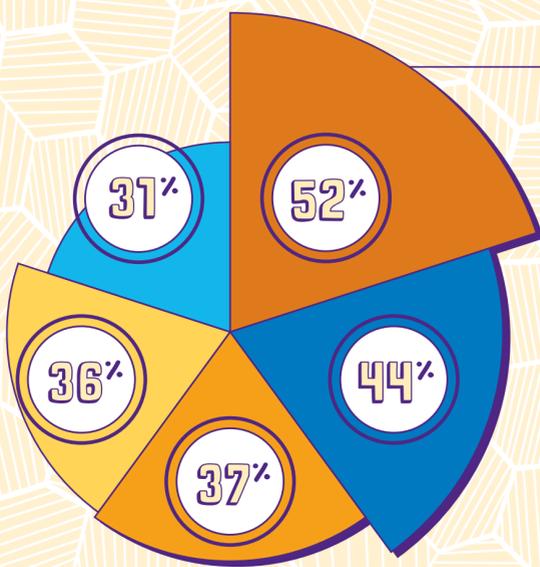


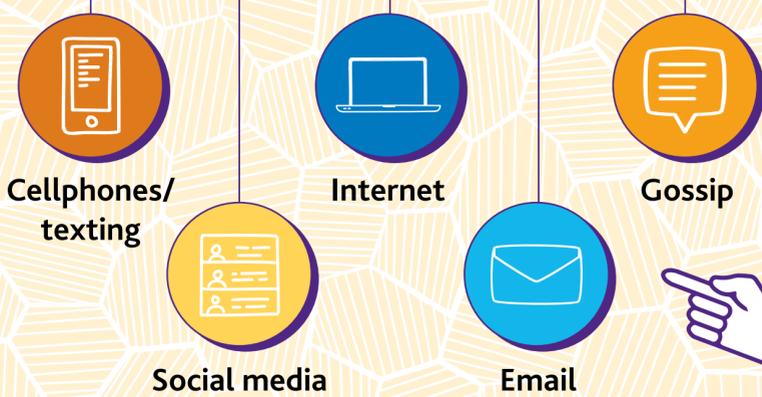


# Dealing with Distractions

Whether it's the temptation to take a Facebook break or getting interrupted by the office chatterbox, distractions are everywhere. That can make it tough to stay on task — even for project managers, often the very arbiters of schedules. But setting some boundaries lets you take a break without sacrificing productivity.



## Top 5 Productivity Killers



The average number of minutes U.K. office workers say they can focus on a single task before being interrupted

### TIP

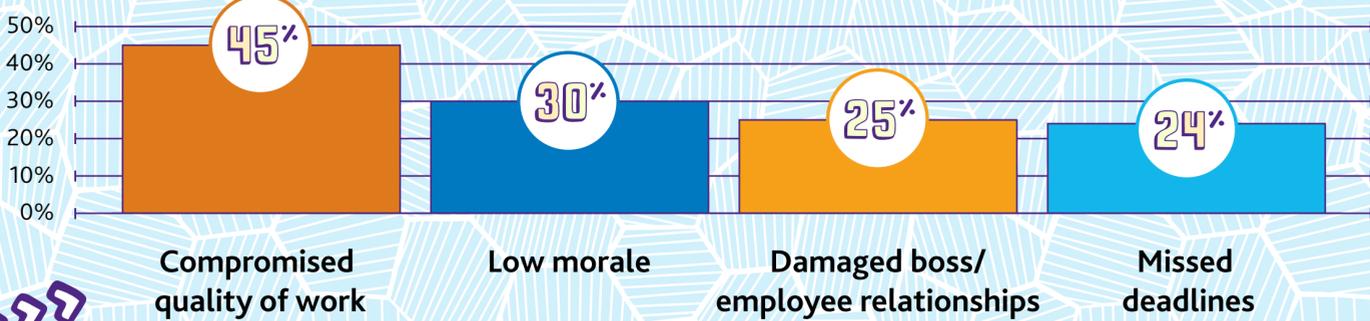
Don't fight it. Manage distractions by scheduling times to check personal emails or social media.

"I wouldn't say to myself, 'Don't look at your phone for five hours' — because I know that's not going to happen. The goal has to be realistic and achievable."

—Luca Calati, PMP, program manager, Cisco, London, England

## FALLOUT OF LOSING FOCUS

Negative consequences of distractions most commonly cited by employers:



Annual losses by U.K. businesses related to distractions

### TIP

Model the behavior you expect from other team members to foster an environment that mitigates distractions.

"In a meeting, I don't touch my cell phone. I expect other people's attention, so I give them my full attention."

—Andre Butters, PMP, project manager, Howard Hughes Medical Institute, Washington, D.C., USA

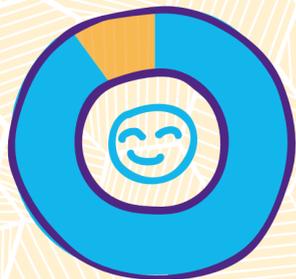


1 in 3: Number of employees who lose focus because of workplace distractions



Amount of time those distracted employees lose. That adds up to **almost 760 hours per year.**

## CONQUERING CONCENTRATION



90% of office workers feel satisfied, happy or motivated when they have a productive day.

### TIP

Use technology to keep you on track.

"With a time-management app, I list all my to-dos. Once I list them, I enter the amount of time each task will take, when it needs to get done and each task's dependencies."

—Shilpa Gnaneshwar, PMP, project manager, GE Aviation, Bengaluru, India

Taking a short break from project work is perfectly normal, but time flies. So create schedules and boundaries to stay focused.

Sources: Career Builder and Harris Poll survey, 2015  
Ahead of the Curve, Samsung Electronics and University of Leeds, 2015  
ThinkMoney and OnePoll survey, 2015