

Worklife Interrupted

TECHNIQUES TO MANAGE DISTRACTION AT HOME



WORKING FROM HOME = DISTRACTION X 2

In the workplace, 28% of our day was spent dealing with unnecessary interruptions of all kinds - some self-generated and some from a disruptive environment.

Working from home has taken this to a new level.

FAMILY WORK BALANCE IS THROWN OFF

70% of workers admitted they felt distracted at work pre-crisis.

Working from home introduces new distractions as working professionals are learning to cope with new and competing responsibilities!

DISTRACTION AT HOME V. DISTRACTION AT THE OFFICE

In the office the distraction of juggling multiple tasks and priorities was thrilling for many.

The distractions of working virtually while simultaneously managing family responsibilities is creating an unmanageable situation for many.

CONTINUOUS PARTIAL ATTENTION

Attention is a precious commodity. Many professional struggle with continuous partial attention. - paying partial attention - continuously, creating an artificial sense of crisis. While this can be a good thing in small doses, if uncontrolled it can add stress, and make decisions or thinking creatively difficult.



USE THESE TECHNIQUES



IDENTIFY YOUR SOURCES OF DISTRACTION

Identify your personal sources of distraction: your kids, your spouse, pets, the need to prepare food, the need to attend to elderly parents, the lure of social media...

Discuss with your family what constitutes a valid interruption. Typically, eighty percent of our interruptions can wait and only twenty-percent are valid drop everything interruptions.

SET A FAMILY SCHEDULE

Many of the techniques you have used in the office can be used at home - albeit adapted:

- Get the family together at the beginning of the day for a family huddle to "align" on the days activities.
- Schedule 30-45 minute blocks of uninterrupted productivity times.
- Ask for support!

CREATE A BARRIER

Create a workspace that has a physical barrier such as a door, a curtain, or a partition.

Introduce and reinforce structure by posting your work schedule and asking your family not to interrupt you, especially during productivity times.

Make sure the time you spend with them is worth the wait!

YOUR FAMILY IS YOUR TEAM

Take control of your environment. Set boundaries and expectations with your family.

Being overly accommodating will throw your worklife out of balance. You won't be available for them if you're working into the night.

Work together as a family to better manage interruption.



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