

How to Create a... Focused Workplace



PHYSICAL WORKPLACE

- Go somewhere you will not be easily interrupted
- Sit somewhere you can spread out all your materials
- Remove any unrelated materials from your eyesight
- Sit in a chair that is comfortable, but will not make you fall asleep
- Wear earplugs or listen to soothing music so you are not distracted by background noise
- Surround yourself with healthy snacks and hydration

DIGITAL WORKPLACE

- Turn off all phone and computer notifications
- Close all unnecessary tabs
- Schedule time for the things that usually distract you, like email or social media
- If necessary, use an "Away from my desk" message for email or messaging apps so that others know that you are unavailable

