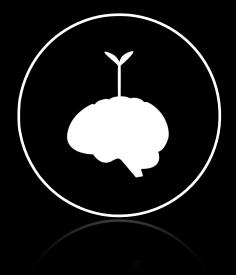
How to Be More Productive in a World of Distraction Chris Bailey

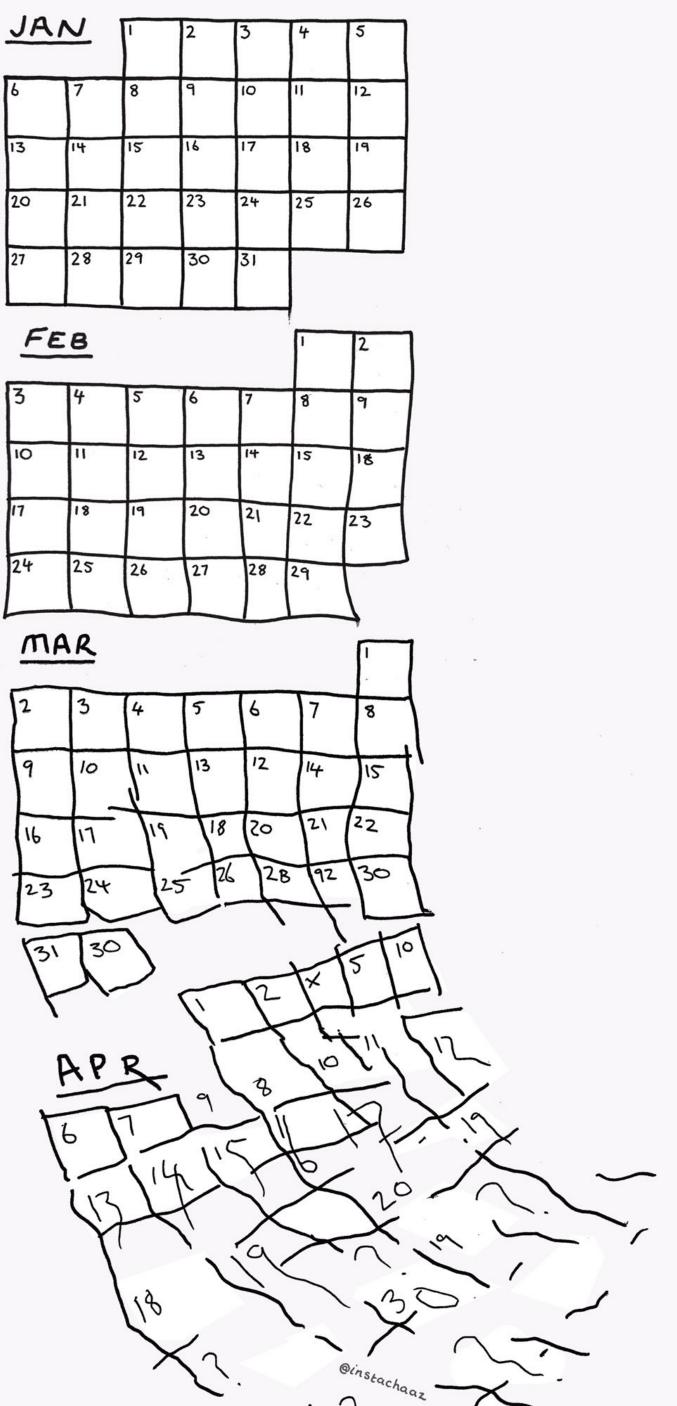


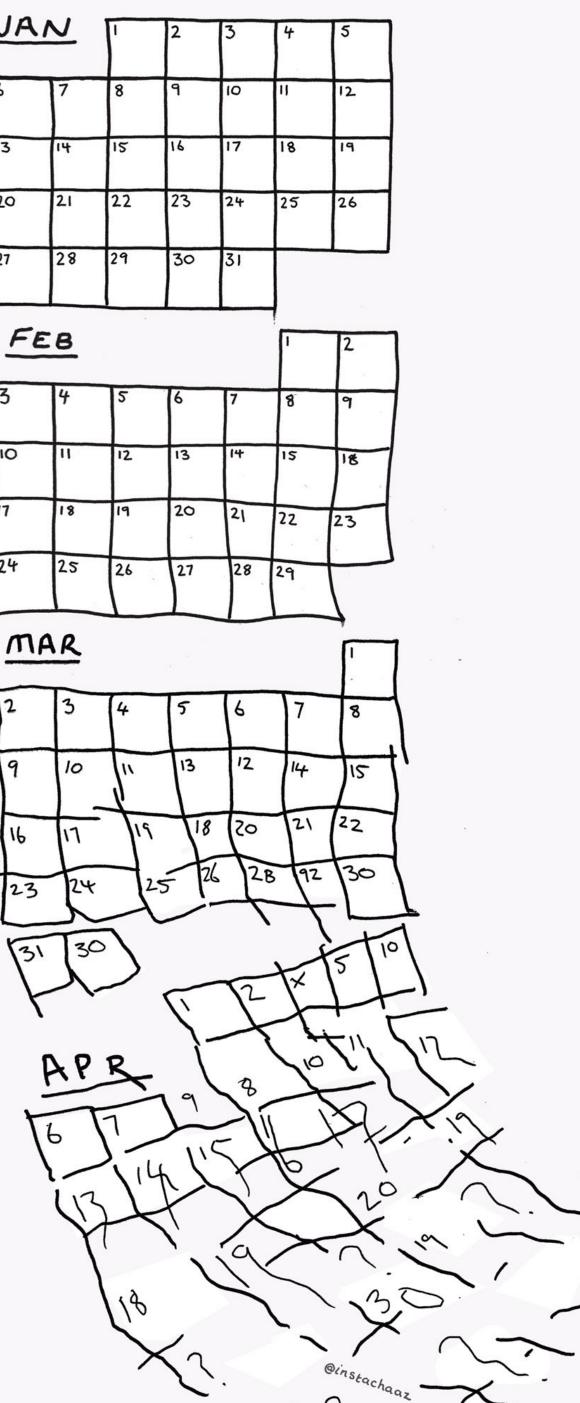
If you're finding it difficult to...

be productive focus make sense of the current situation

...that's okay

6	7
13	14
20	21
27	28





Tactics that let us

Become more engaged Become happier Keep up, while being strategic Invest in productivity and wellbeing

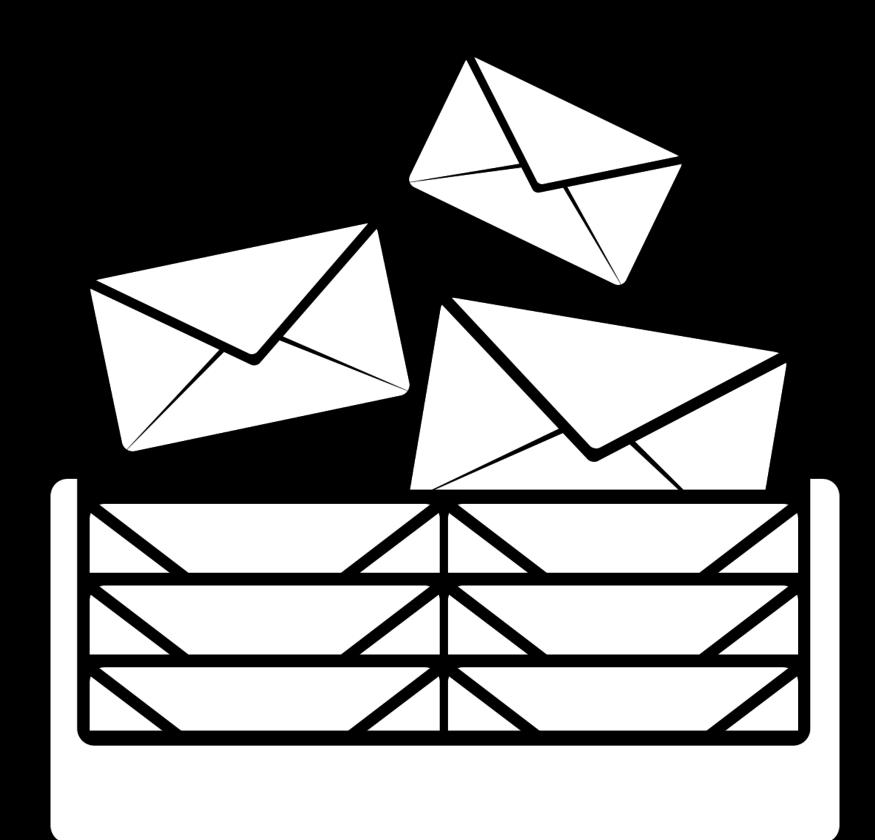
On the agenda...

First, a new definition of productivity Then, some tactics to help you focus Some tactics to help with creativity Q&A session afterward

A New Definition of Productivity

"Productivity"?

"Productivity"? Efficiency?



"Productivity"? Efficiency?

"Productivity"? Efficiency? Getting more done?

200 emails 4 pointless, unavoidable meetings 2 budget calls Every new news story

Your Day



"Productivity"? Efficiency? Getting more done?

"Productivity"? Efficiency? Getting more done? Getting more important stuff done?









"Productivity"? Efficiency? Getting more done? Getting more important stuff done?

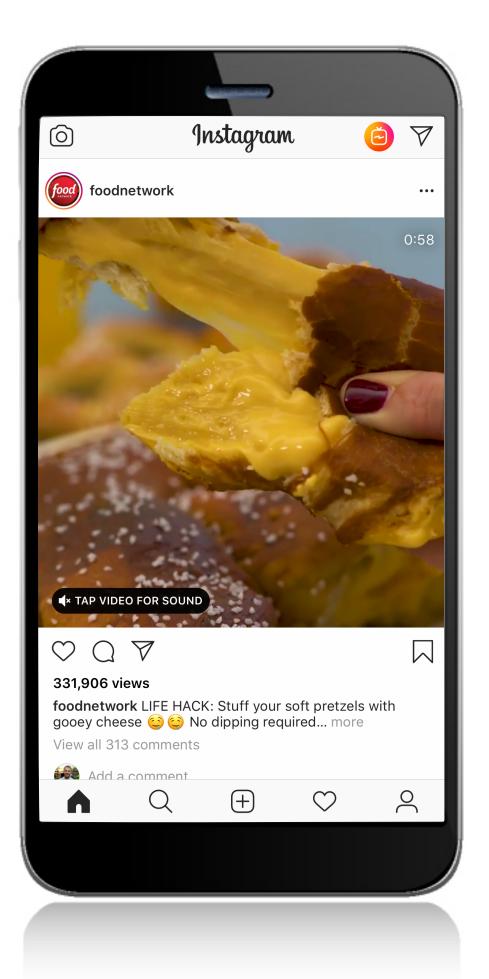
"Productivity"?

Efficiency? Getting more done? Getting more important stuff done?

Productivity Accomplishing what we intend to

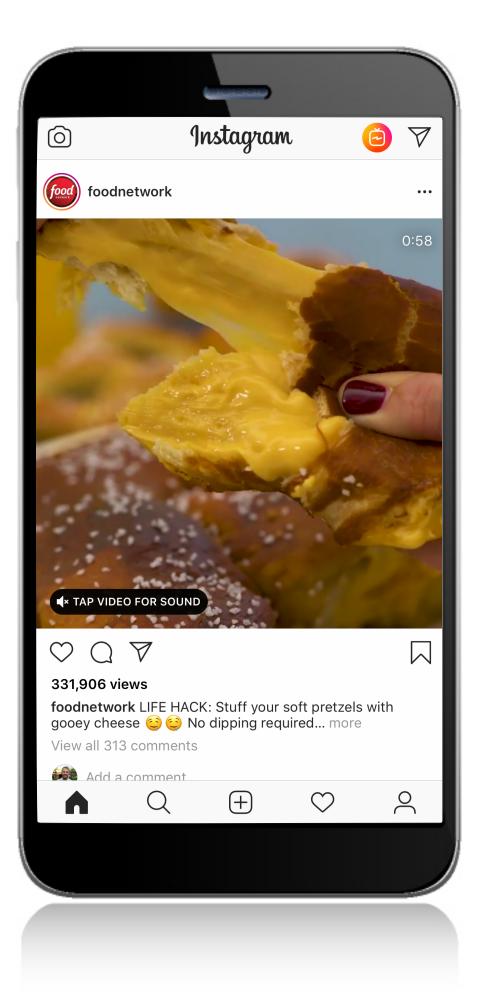
The science of distraction The science of creativity

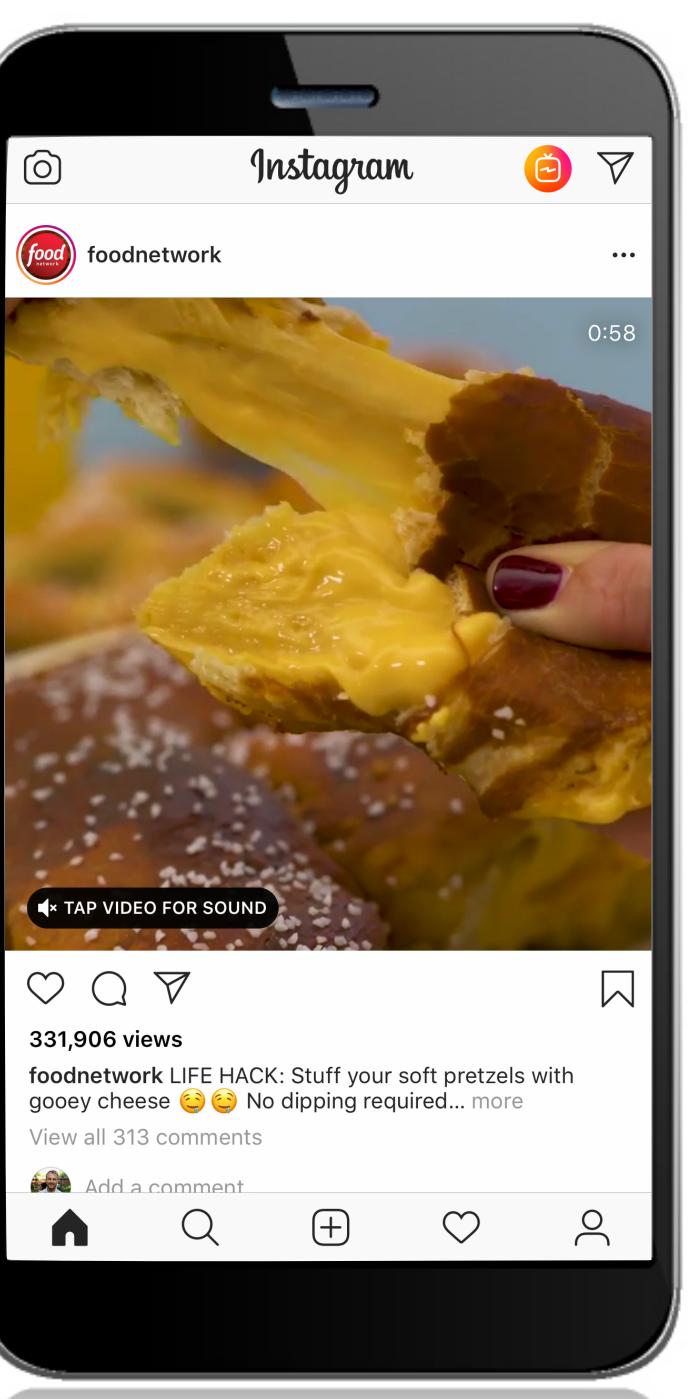
The science of distraction The science of creativity















30 minutes/day

~a week

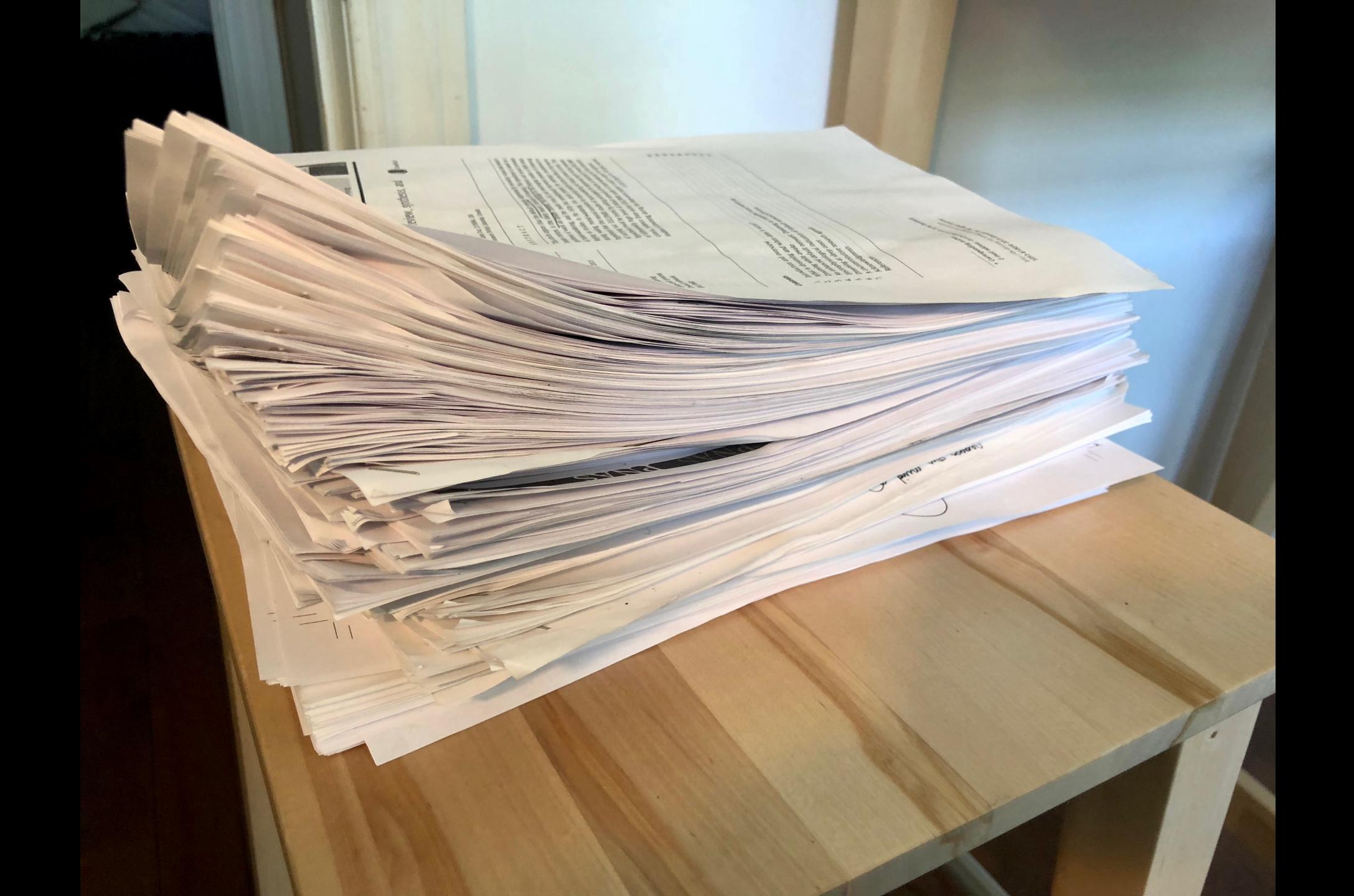


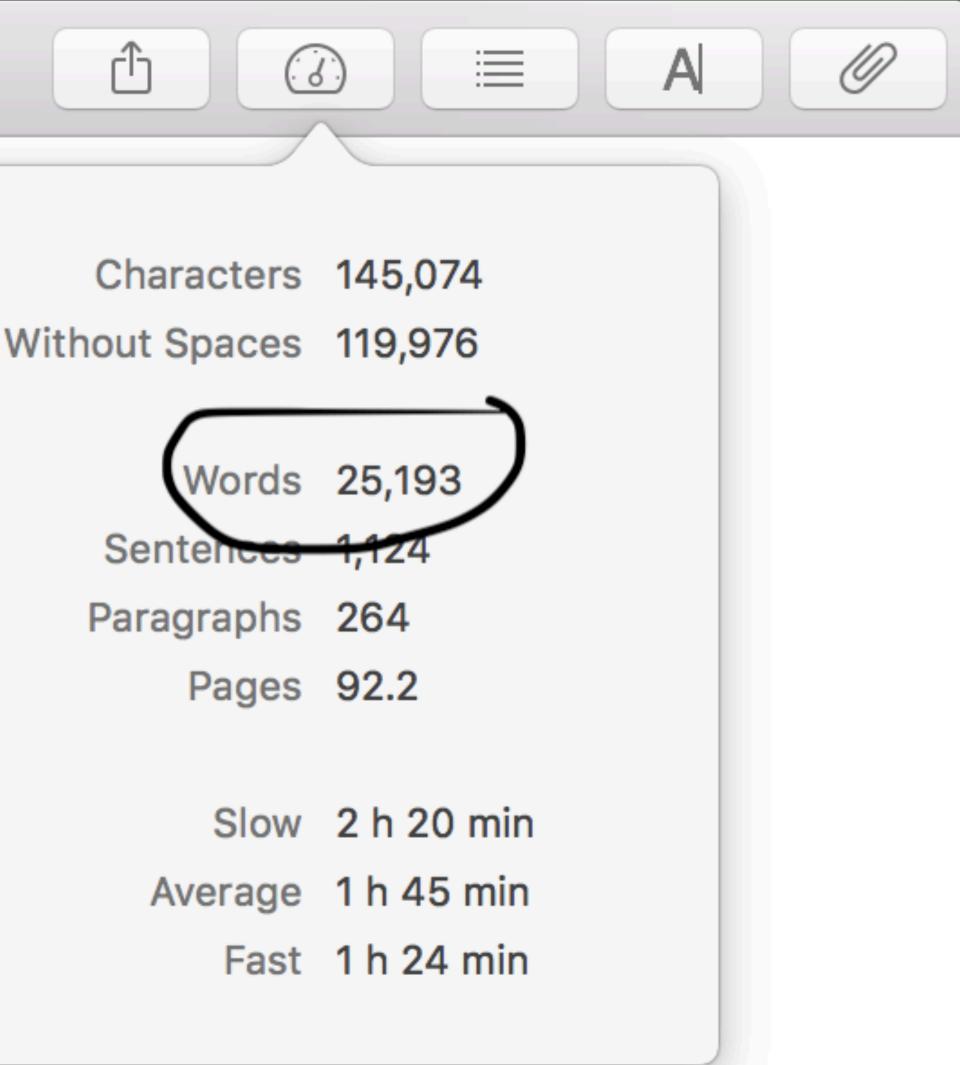
Attention Span More Ideas More Plans











the DMN: nal additio over what y active b of our brai external e 'Alzheimer' ise of the by Alzheim up the DMN.

Attention Span More Ideas More Plans

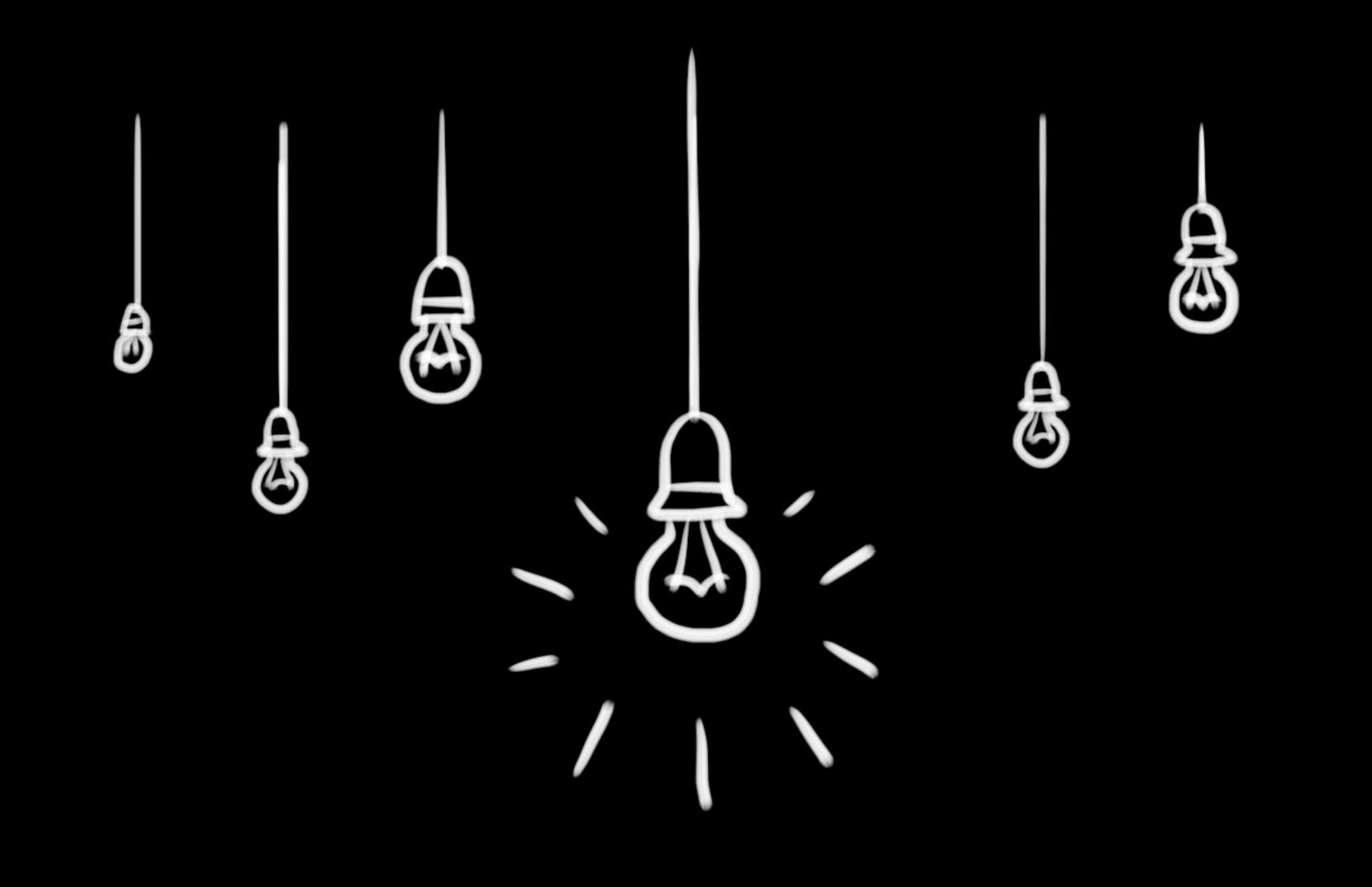


Attention Span More Ideas More Plans



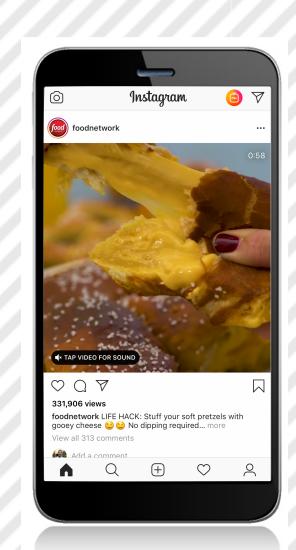
of focus before we're distracted/interrupted

crave distraction. Our brains are clotracted.



A reward for seeking and finding distractions

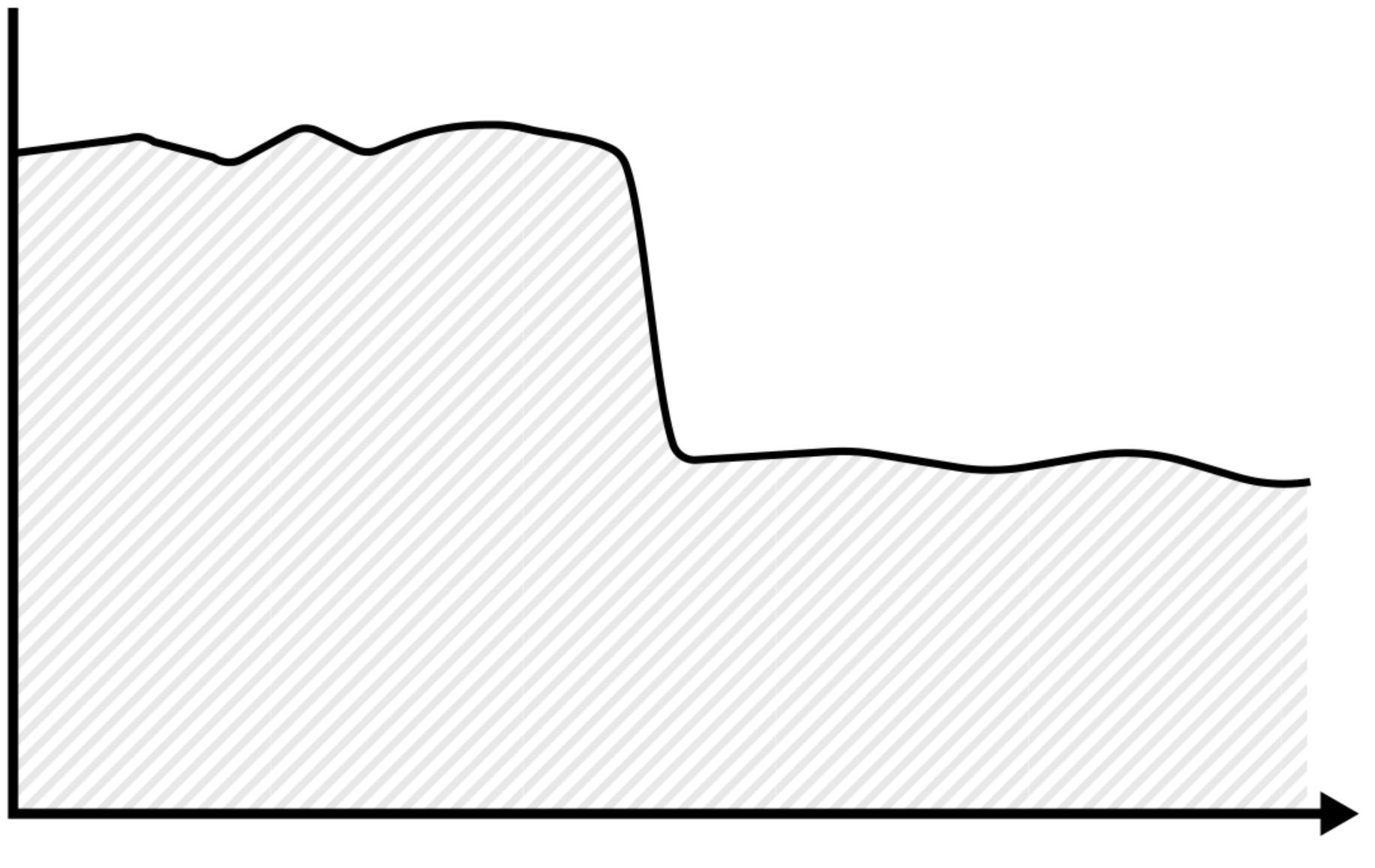
STIMULATION





TIME

STIMULATION



TIME

One Month of Boredom

- Day 1: Reading the iTunes terms and conditions
 - Day 4: On hold with Air Canada
 - Day 19: Counting the 0's in pi
 - Day 23: Reading Wikipedia articles about rope
 - Day 24: Watching a clock
 - (...and 26 more)

~a week



Attention Span More Ideas More Plans



Attention Spa More Ideas More Plans



The science of distraction The science of creativity

The science of distraction The science of creativity

"Not all those who wander are lost." —J. R. R. Tolkien



Scatterfocus Ideas

Plans



Scatterfocus Past: 12% of the time Present: 28% of the time Future: 48% of the time (Other: 12%)











"We need to fit more space."

Overstimulation "Bistraction is the enemy of focus."

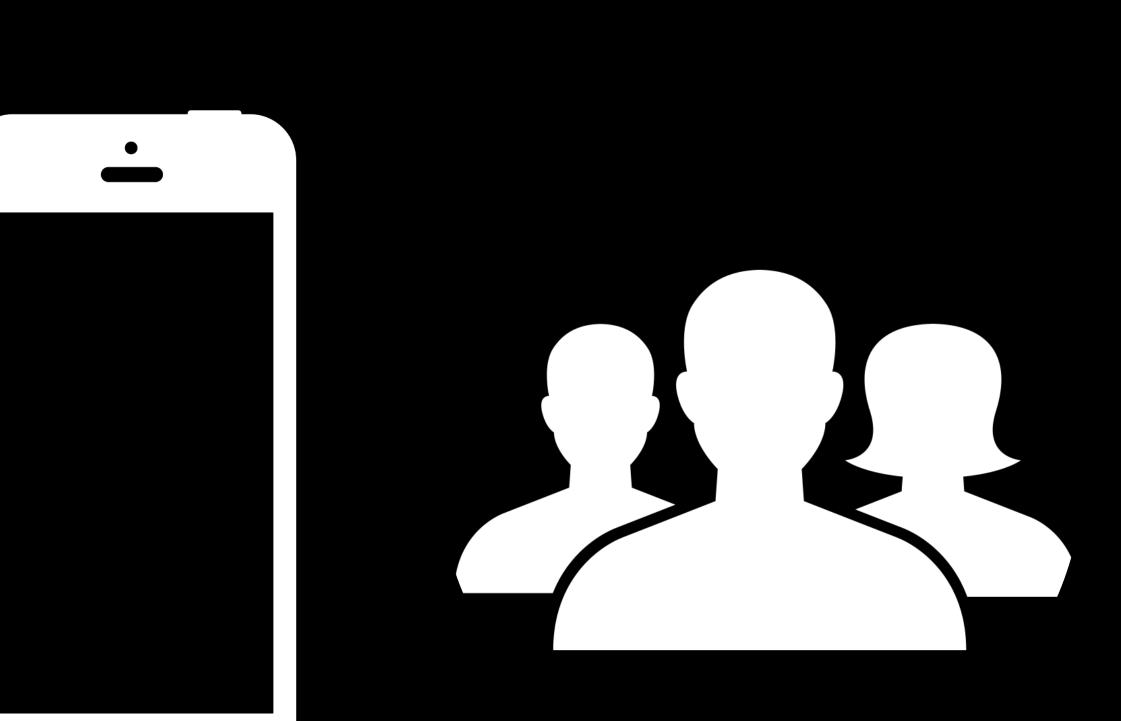
Afewthingstotry

Two Week Challenge

Limit screen time Experience boredom Deliberate white space Rediscover the analog Scatterfocus An internal solution



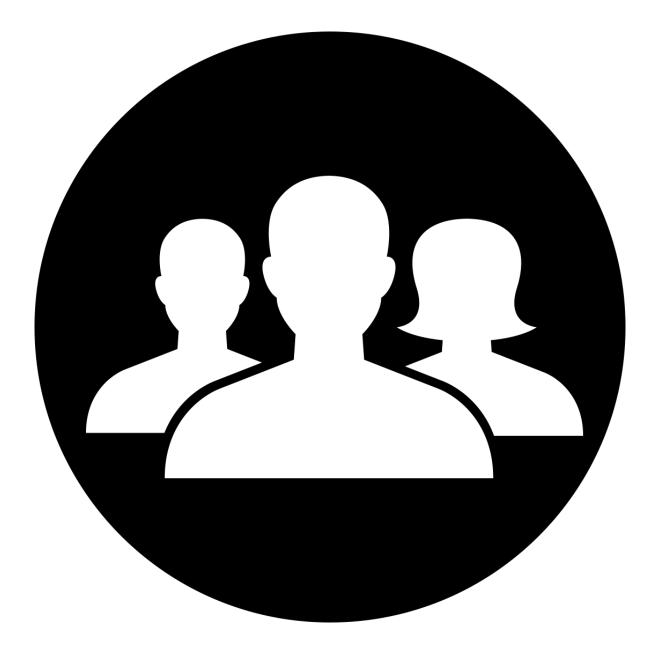








- Keep a tally of how often you check **Email sprints**
- Shut off email alerts after hours



"managers"

- End at odd times—not on the :15, :30, :45, :00 Always have an agenda
- Know whether attendees are "makers" or

Grayscale mode! **Disable notifications liberally** Notice how apps make you feel Consume more physical, long-form media





WEDNESDAY, APRIL 8, 2020



OPINION COVID-19 will disrupt university enrolment A4



CANADA No need to give produce a bath: Expert A8

WORLD

U.K. prime minister remains in ICU B1

SPORTS



RICK/THE CANADIAN PRESS

Trudeau: Canada ordering more medical supplies

PM says to ensure a stable supply, Canada needs to make more at home

HIG STANDARD

PROUDLY SERVING THE COMMUNITY SINCE 1834

POSTMEDIA

Prime Minister Justin Trudeau addresses Canadians on the COVID-19 pandemic Tuesday in Ottawa. SEAN KILPAT-

work to do," he said. Deputy Prime Minister Chrys-tia Ergeland later added that there tal Foundation and the Research

(613) 547-5450 | 2400 Princess St.

team designs make medical ventilator

ALAN S. HALE

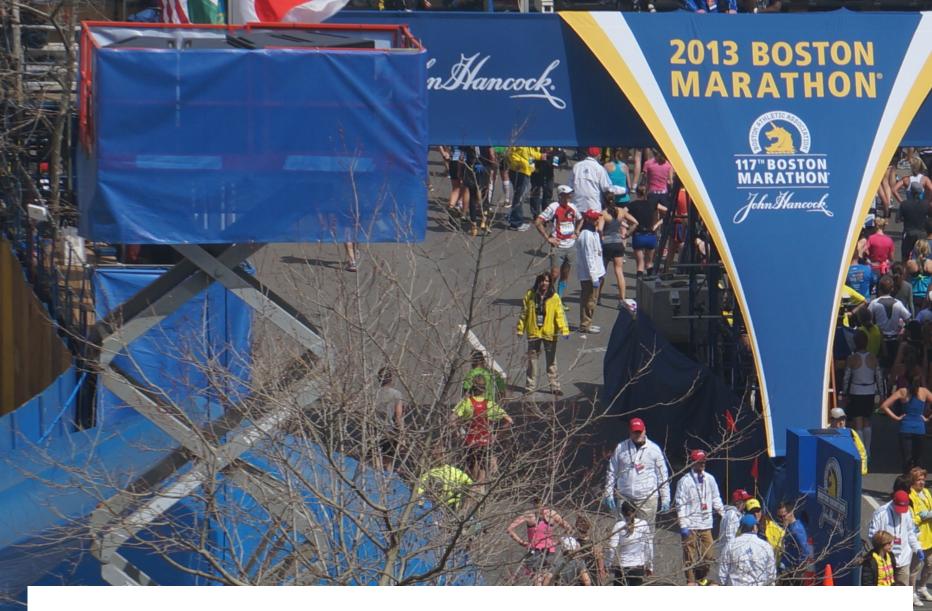
A team of around 25 students and faculty members from various departments at Queen's University has designed a working medical ventilator using readily available parts in just 10 days.

we recognize there is still more Code Life Ventilator Challenge, which is a global contest being run

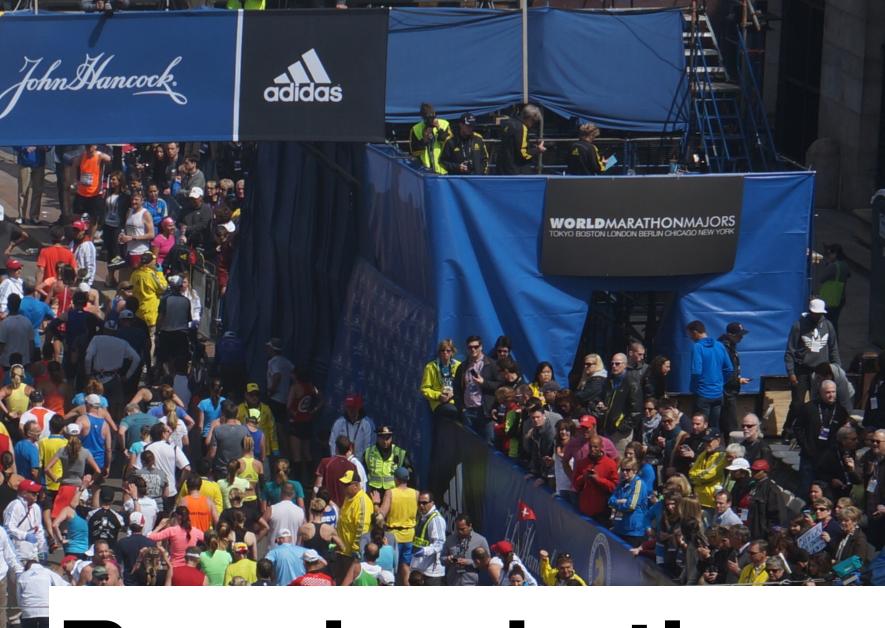


3 minutes of negative news

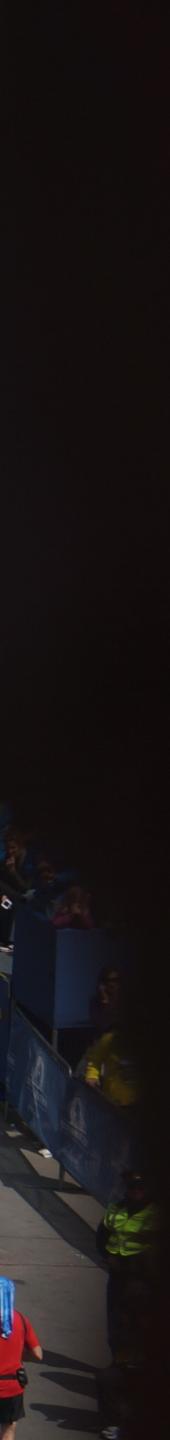
27% less likely to be happy



News Coverage Marathon



6+ Hours of Running in the







Thanks for coming! Lunch Q&A session to follow

Bonus Tactics Self-Kindness

A few ways to be kind to yourself

Don't expect to accomplish all your daily tasks! Be patient as you settle into important tasks Do simple tasks if you're feeling anxious Label items on your list: must do, should do, could do Divvy up items on your list: glass balls and concrete balls Do focused work *before* checking the news

A few ways to be kind to yourself

Schedule news time Get news notifications from just one (local) place Make a list of what you can and cannot control Connect with colleagues throughout the day Create an "invisibility mode" in your house