



# Worktime Focus & Communication on Remote Teams



# Agenda

THE POWER OF  
COMMUNICATION  
(10-15 minutes)

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GETTING IN A GROOVE  
(10-15 minutes)

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DISCUSSION: WHAT CAN  
YOU DO?  
(5 minutes)

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WRAP UP

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# The Power of Communication





# Starting Activity:

## PREFERRED WAYS OF COMMUNICATING

Take 3-5 minutes to complete this anonymous working preferences survey. We will review the results together as group.

[Click this link to complete the survey](#)

# How to Communicate

Which communication channel makes the most sense to...

	IM	Phone	Video call	Email	Teams
Provide a quick update	×				
Announce a new policy				×	
Discuss a sensitive topic		×	×		
Share a joke or meme	×				
Demonstrate a task					×
Share a document					

# Remote Meeting – Recommendations

- Clear agenda and purpose
- Established meeting roles
- Various methods for group problem solving and decision making
- Summary of action items and next steps (who and when)
- Evaluate and continuously improve meetings





# Getting into a Groove

WORKPLACE FOCUS

# First, some statistics...

- According to a study at the University of California, the average adult working in an office stays on task for only **3 minutes** at a time.
- Another study at the University of Oregon found that if you are focused on a task and get interrupted - on average it will take you **23 minutes** to get back to the same state of focus again.
- Most US office workers NEVER get an hour of uninterrupted work in a typical day.
  - The average CEO for a Fortune 500 company gets just 28 uninterrupted minutes a day.



# More on Focus

**Multitasking** is a myth – human beings are very single minded

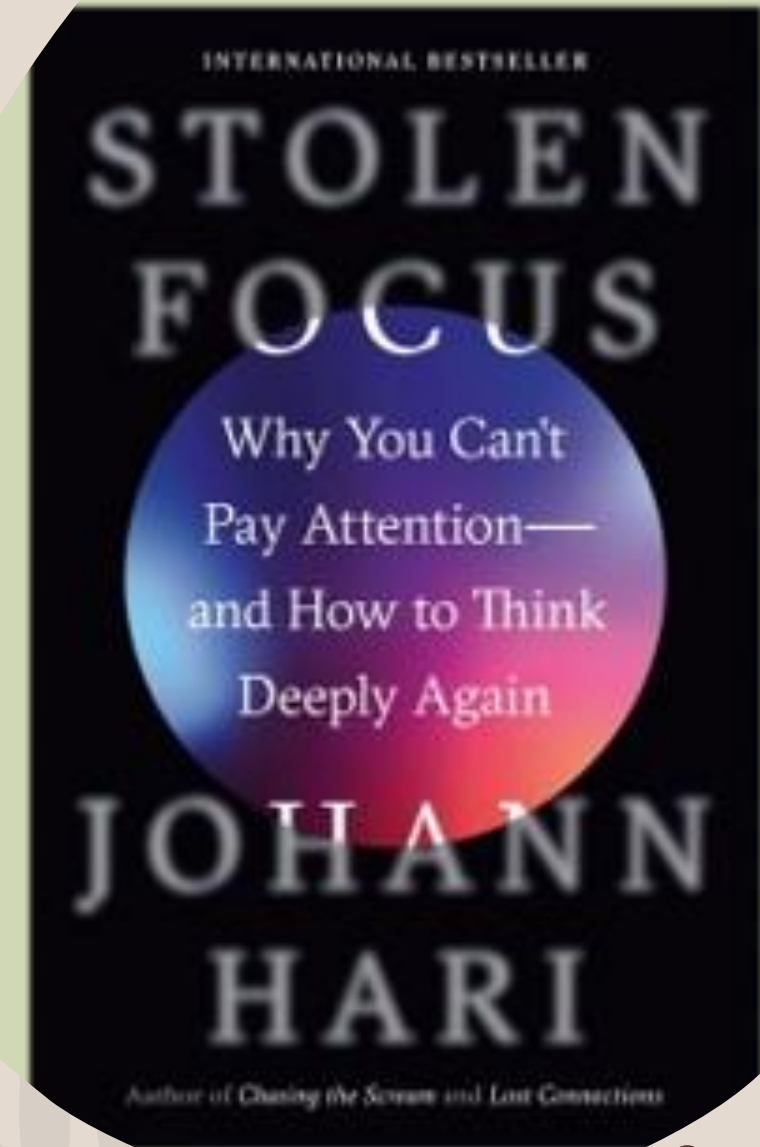
- Really, you're just juggling, or switch tasking
- **“Switch-cost effect”** – your brain has to reconfigure and remember what you were doing before getting distracted. This takes time and energy.
- Errors are more likely when you backtrack to figure out where you left off with a task. Leads to more superficial thinking and creativity drain.

**Flow states** – e.g., athletic and creative endeavors

1. Choose one goal
2. Make sure the goal is meaningful to you
3. Perform at the edge of your abilities

\*Flow states are fragile and easily disrupted.\*

Benefits of **mind wandering**



# Digital Fatigue

## General fatigue

Tired or mentally drained



## Visual fatigue

Blurred vision, irritated eyes



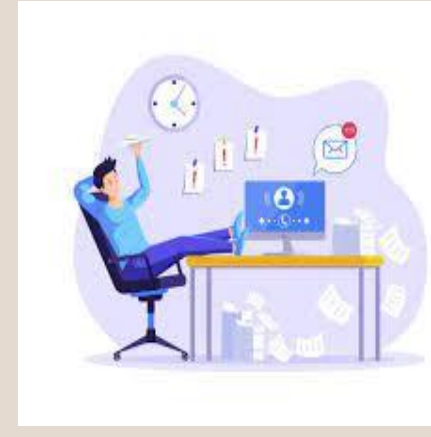
## Social fatigue

Want to be alone, avoid social interactions



## Motivational fatigue

Feel like doing nothing



## Emotional fatigue

Emotionally drained, moody



# Discussion: What can you do?

- Take a “**virtual commute**” to work
- **Avoid multitasking** and start “monotasking”
- Embrace mind-wandering – make your own tea ritual or fika 😊
- **Prioritize sleep** – it’s essential for sustained focus
- Intentionally take **wellbeing breaks** – not to catch up on chores or other work!
- Set (and protect) **boundaries** where possible – blocking time, setting away messages, etc.



Thank you!