

TECHNO *stress*

Distractions come from both outside and inside. When we are often distracted we lose speed, are more likely to make mistakes and, not least, we experience more stress because more adrenaline and cortisol are released.

That is why it is important to regularly reflect on things you can do to go into single-focus. Tick the boxes for tips you want to work on.



DISTRACTED?

How does techno-interruption feel in your brain?

NOTIFICATIONS

Look at the number of notifications you received on your phone yesterday. Add to that the notifications (if any) on your computer. Can you limit the notifications?

- Monitor your notifications on your phone
- Take regular time to adjust your notifications
- Mute group conversations

SINGLE TASKING

Single tasking refers to the idea of concentrating yourself on a single task or activity and finishing it before starting anything else. What do you need to single-task?

- Plan focus-time
- Turn off your communication channels
- 'Badge' your tasks
- Start focus time with your priorities

TECHNO VIGILANCE

Really concentrating is difficult when your brain is vigilant for incoming messages. Your brain needs agreements to feel safe. What agreements do you want to make?

Agree on the use of communication channels

Agree on how to mark focus time in your agenda

Express expectations

RE-FOCUS

Avoiding all distractions is, of course, impossible. So give your brain a hand to re-focus more easily.

Write down your final thoughts

Look at 'the bigger picture' before diving in again

TOP 3

Write down 3 things that you will work on.

Large empty box for writing down the top 3 things to work on.