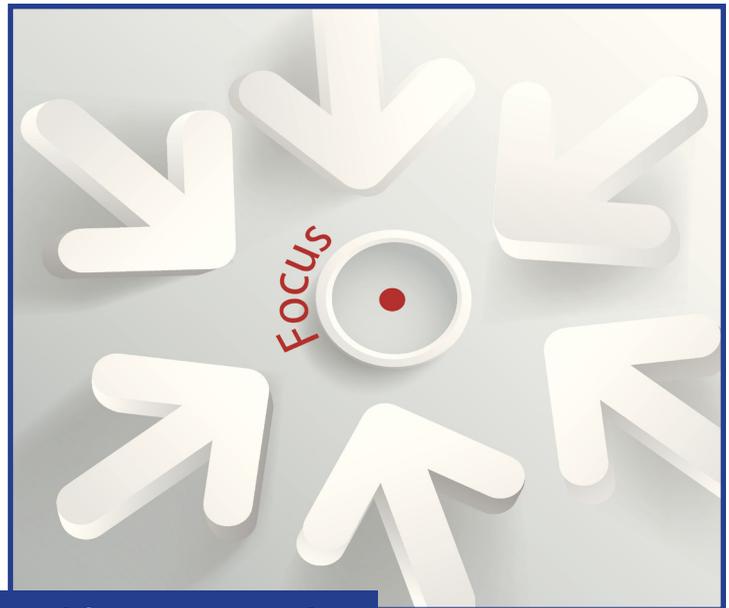# Top tips to beat distractions

Distractions are as much a part of working life as water coolers and meetings, but they don't do our concentration and productivity levels any good. So how do we beat distractions? The short answer: by really focussing our attention.

Here are some top tips to fight distractions and focus your attention at work:

1. **Set the stage.** Take five minutes every morning to plan your day and decide what will make your day more successful and productive. Keeping this in mind will help you stay on track as distractions start mounting.

2. **Let your energy guide you.** Schedule work requiring a lot of concentration and effort for times when you're usually most alert and productive.

3. **Block it.** At certain times, switch off distractions like email, instant messaging, and social media and let colleagues know that you will be unavailable or need some quiet time for a specific period.

4. **Remind yourself.** Set your phone or computer to ring every hour to keep you on track. Take a minute to review your progress and ask yourself how you can use the next hour more productively.

5. **Take a breather.** We all need to take breaks, but don't go for a digital distraction, which can keep you engaged for far longer than you planned. Make a cup of tea, take a quick walk, or chat to your colleague for a few minutes. A quick break can actually improve your ability to focus on a task.

6. **Remember the basics.** Get enough sleep every night, have healthy snacks on hand, make sure that the office temperature is right, your chair is comfortable, and that you drink enough water.

7. **Don't multitask.** Rather commit your attention and effort to one thing at a time.

8. **Find your rhythm.** When you're absorbed in a task, so much so that you forget to watch the clock, you're in the flow, focussed, calm, and at your most productive.

By following these eight tips, you can start to get in the flow and keep your attention focussed to make every day a more productive one.