SINGLE-TASKING
Focus Blocks

pause AT WORK®

One of the most effective ways to bring the strategy of single-tasking into your work is through Focus Blocks. Focus blocks help optimize your time and mental energy and give you **permission to focus on one thing at a time** so you can work more deeply and with far less stress.

If you work in a busy office space, you could make small "Focus Block" signs for each other so that you can be mindful of unnecessary interruptions.

Get Present

Choose a single focus: WRITE IT DOWN

**Close, minimize, or silence everything else
(programs, browsers, notifications, your phone, etc)**

Set a timer for an appropriate amount of time

When a distraction pops up, PAUSE + OBSERVE:
"Is this something I must respond to?"

**CHOOSE Wisely: recommit to your focus OR deal with the distraction,
then return to your focus as soon as possible**