

## From Distracted to Productive:

### Finding Your Productivity and Focus in a Hyper-Interrupted, e-Distracted World

E-mail. Texts. Interruptions. Phone Calls. Project Transitions. Event Insanity. Office Clutter. Social and Other Media. Smart Phones and Apps. Even Family and Friends. These common distractions make it almost impossible to get anything done. It seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some discipline, it is possible to find your focus, even in a hyper-distracted world. We'll have a fun time sharing "game plan" ideas for getting and keeping your distractions under control and finding critical "focused productivity" time every day, leading to both performance but also clarity of mind and purpose. And, this program is now "audience flexed" -- the speaker will poll the audience at the start of the program to find out YOUR biggest distractions, and will customize the content accordingly.



## **SQUIRREL!**

This program will cover the following (depending on the audience flex!):

- The state of interruptions and distraction in today's professional world
- The two key ways e-mail distracts you (and solutions for managing that!)
- Dealing with other common office inputs efficiently (voice mail, documents, e-documents, faxes, texts, "stacks and piles", etc.)
- More effectively dealing with unexpected interruptions (phone calls, "stop by's", texts) and project transitions to maintain "traction" and reduce distraction (including now at "work from home")
- Reducing the e-distraction of computers, second monitors, smart phones, tablets, social media, news feeds, streaming programs, and apps (and enhanced productivity tips for these same devices)
- Dealing with "work from home" distractions – spouses, kids, the UPS driver, even your dogs!
- A few key office/info clutter strategies for better organization
- A discussion on what really happens when people try to "Multitask" and perhaps a better idea?
- "Game plan" techniques for better managing the start of your day and your work/information through the day for higher productivity, more focus, and less distraction

*Program Leader:*



**R@NDY  
DEAN**

### **Randy Dean, MBA**

The E-mail Sanity Expert®

<https://randalldean.com> (Newly Updated)

<http://www.linkedin.com/in/randydean>

<https://www.youtube.com/c/RandyDeantimelyman>

## **Additional Supporting Information on this program as requested in other RFPs:**

Distractions and interruptions, like e-mail, are an epidemic in the business world, and particularly in the meetings and events industry. However, some of those interruptions are actually critical for business and event success and/or failure reduction ("We have a power outage at the event site!") Having strategies for better dealing with less important distractions and interruptions while also maintaining high client service has become even more difficult with the advent and usage of some many new tools, apps, and devices. This program will help convention and meeting professionals better understand, analyze, and prioritize their sources of distraction so they can better serve their companies and clients.

This program starts with a deep discussion on the costs and statistics of the "epidemic of distraction" caused by all forms of current and modern interruptions and e-distractions. It then transitions into a discussion of specific types, with possible solutions for more focus, productivity, and prioritization. It even lifts the discussion up to supervisors/leaders, and the impact these endless distractions are having on their team's performance. In a world where most adults are now suffering from at least some form of "attention deficit", having critical strategies for both being aware of and handling distractions and interruptions better could be the difference between personal, professional, and team success.

### **Three Bullet Points:**

- More effectively dealing with unexpected interruptions (phone calls, "stop by's", texts) and project transitions to maintain "traction" and reduce distraction (including now at "work from home")
- Reducing the e-distraction of computers, second monitors, smart phones, tablets, social media, news feeds, streaming programs, and apps (and enhanced productivity tips for these same devices)
- A discussion on what really happens when people try to "Multitask" and perhaps a better idea for managing the start of your day and your work/information through the day for higher productivity, more focus, and less distraction

### **Why Relevant?**

My experience with audiences like this in this industry and related industries is that they are fighting a wave of distractions and interruptions throughout the day, and it has become exceedingly difficult for them to find focus and sanity throughout the day. Having some strategies for better managing their daily inputs, distractions, and interruptions could be the difference between a successful, fulfilling career and quick burnout.

#### **75-Word Description:**

E-mail. Texts. Interruptions. Phone Calls. Project Transitions. Event Insanity. Office Clutter. Social and Other Media. Smart Phones and Apps. Even Family and Friends (especially with many now working some "hybrid"! ) It seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some discipline, it is possible to find your focus, even in a hyper-distracted world.

#### **50-Word Description:**

E-mail. Texts. Interruptions and Calls. Clutter. Social and Other Media. Smart Phones/Apps. Even Family and Friends! It seems like SOMETHING always gets in the way of what you really need to do. With some forethought, effective strategies, and some discipline, it is possible to find focus, even in a hyper-distracted world.

#### **600 character:**

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100 Word

E-mail. Texts. Interruptions. Phone Calls. IMs, Project Transitions. Office and Personal Clutter. Social and Other Media. Smart Phones and Apps. Even Family and Friends (especially with work from home and the new hybrid workplace!) It seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some discipline, it is possible to find your focus and enhance your productivity, even in a hyper-distracted world. Learn critical strategies for maintaining productivity and focus, reducing distraction, and handling interruptions for better personal effectiveness.