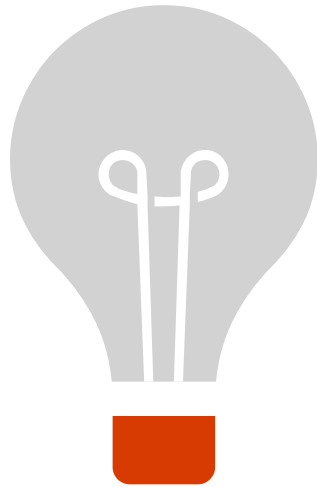




 MyAnalytics

# Focus Hours

Office 365



**Focus hours** are uninterrupted stretches of time in your day to get your most important work done. However, meetings and interruptions prevent most of us from having adequate time to focus.

Time to focus increases productivity, improves decision-making, and boosts creativity.

# Healthy focus hours

Proactively schedule blocks of time on your calendar to focus

Schedule focus blocks during periods when you perform at your peak

Schedule focus time with intention by dedicating the time to specific tasks

Take a few 15-minute breaks during the day to restore your ability to focus

Break down work into time intervals and use a timer to stay on track

Eliminate as many distractions as possible during a focus session

- Work in a quiet and private location
- Put away your phone
- Turn off extra screens
- Shut down email, Skype, and other collaboration apps
- Close unnecessary application windows on your desktop
- Consider wearing headphones as a focus time signal



## Mini behavioral science lesson

### Multitasking is a myth

Research shows that multitasking damages productivity. It slows you down, causes mistakes, impairs decision-making, and impedes creative thought. As humans, we have a limited capacity for simultaneous thought. This applies to nearly everyone, and studies show that people who think they are good at multitasking generally have a lower capacity for simultaneous thought.

[Why You Shouldn't Multitask >](#)



## Remove barriers

### Agree on your focus time needs with your manager

**Common objection:** I can't block time on my calendar to focus on my most important work because that's not part of my company's culture.

**Recommended solution:** Have a conversation with your manager. Explain that you need time to focus on your most demanding work in order to be more productive. Acknowledge that both meetings and focus time are important to your job and agree on your optimal mix. Then schedule your time accordingly and spread the word to your teammates to set boundaries.

[Hidden Brain Podcast: Deep Work, Cal Newport >](#)

How do I turn  
behaviors into  
habits?

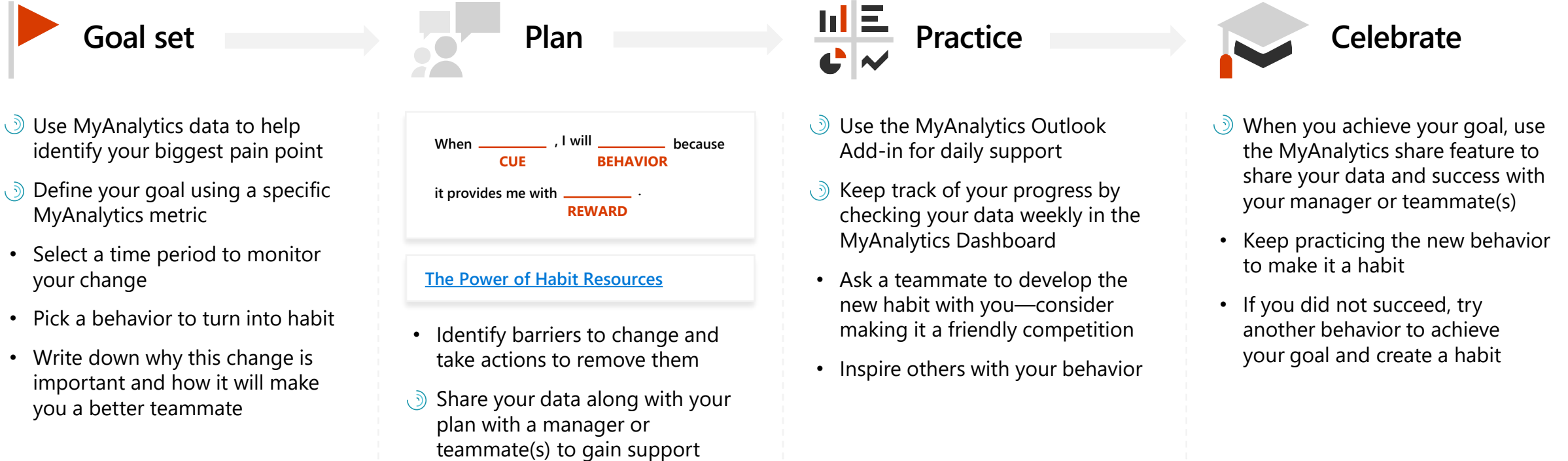


# How to make it a habit

**“Typically, doing just four to five things differently can enable people to claw back 18% to 24% of their collaborative time.”<sup>1</sup>**

Rob Cross, Professor of Global Leadership, Babson College

<sup>1</sup>To learn more about Rob’s research, visit: [Reclaiming Your Day Research](#) and for some great tailored behavior change tips, take the collaboration assessment: [Collaborative Overload Personal Assessment](#)





Here are some  
examples



# Habit change playbook

Book focus time in advance

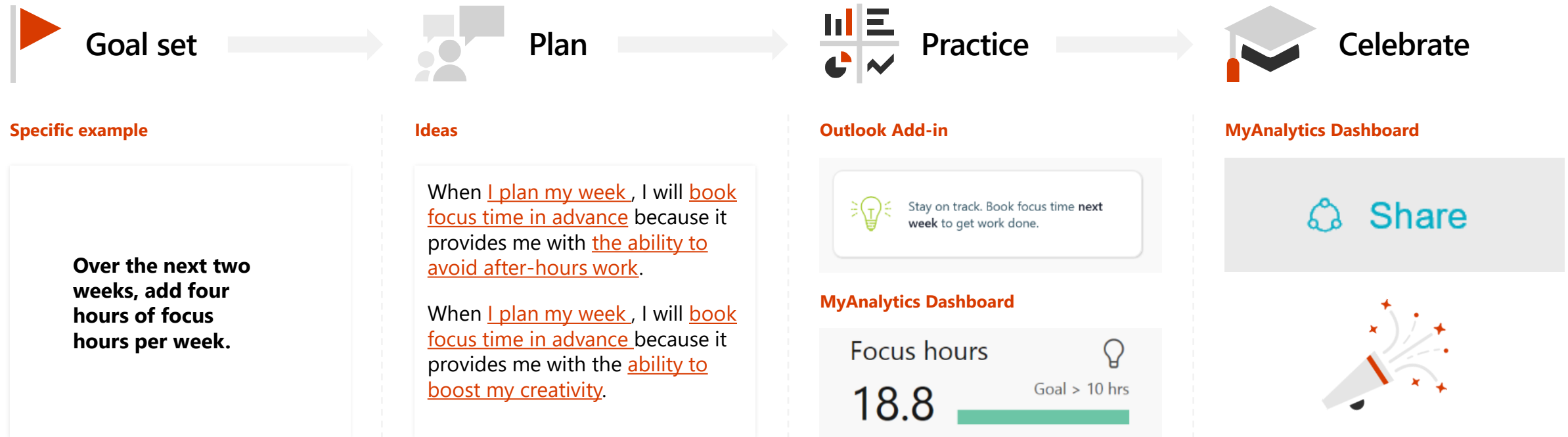


Bonus read

[Productivity in Peril: Higher and Higher Rates of Technology Multitasking](#)

We perform our best on cognitively demanding tasks when we intentionally block time to focus on them. Multitasking impairs our performance because when we process tasks in parallel, our brains are actually switching our attention from one activity to another. When switching, our brains struggle to cleanly discard the first task and move on to the next one. Constant switching creates “attention residue” and prevents us from following a train of thought long enough to stumble upon an innovative idea.

Sources: How to Have a Good Day, by Caroline Webb, [Why You Shouldn't Multitask](#) and [How Can I Use More of My Brain?](#)



# Habit change playbook

Batch process emails 2 to 3 times per day

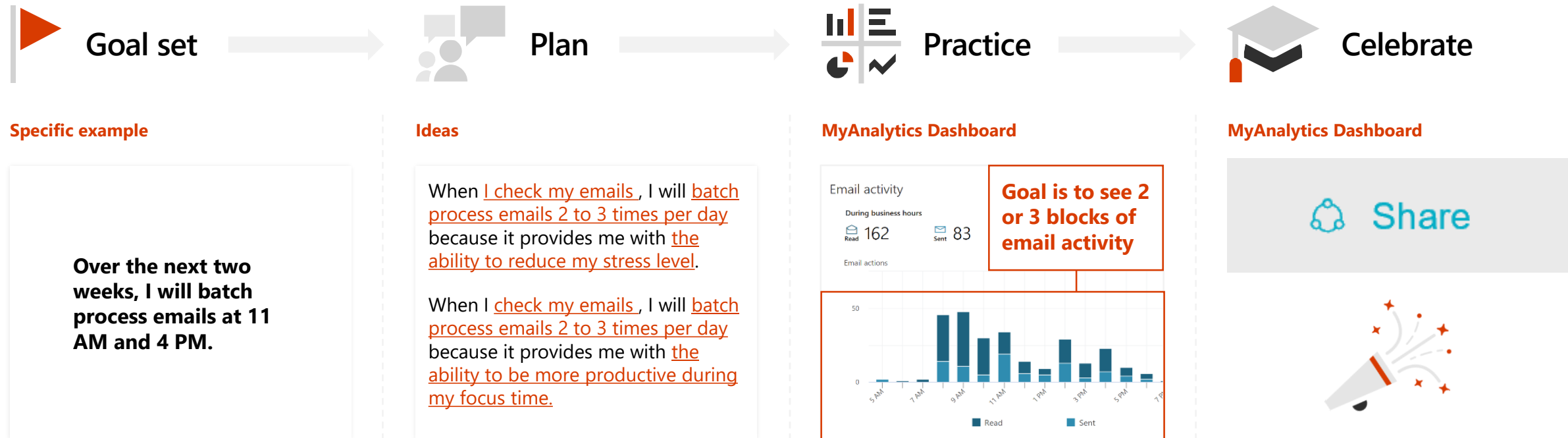


Bonus read

[Brain, Interrupted](#)

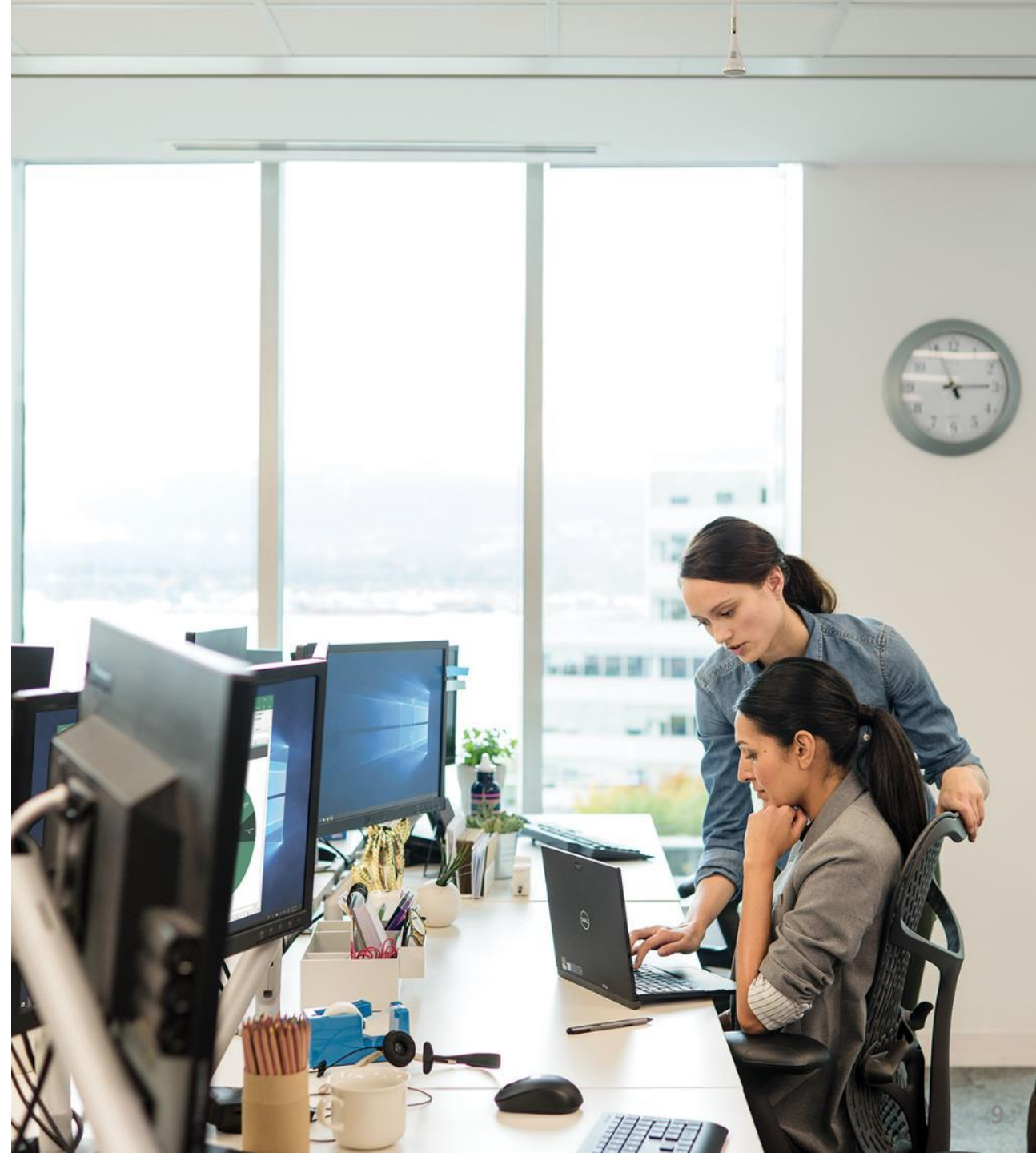
Processing emails constantly throughout the day and during our focus time subjects us to the harmful impacts of interruptions, including lower productivity and increased stress. It takes us longer than we think to fully return to a task after an interruption. Research conducted by the University of California, Irvine shows that it takes 23 minutes to get back on task after an interruption. Similarly, research conducted by Microsoft and the University of Illinois shows that it takes 16 minutes to return to a task when the interruption is specifically email.

Source: [Worker Interrupted: The Cost of Task Switching](#)





# MyAnalytics features to support change



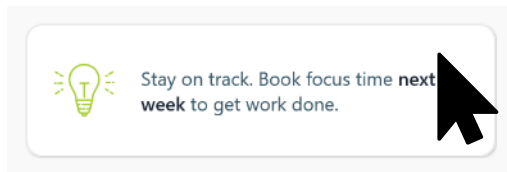
# MyAnalytics feature

## Book focus time

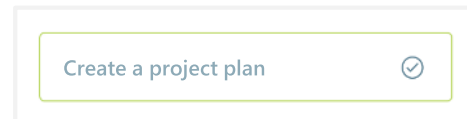
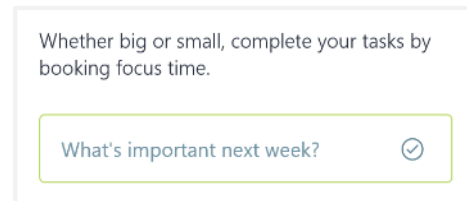
### Outlook Add-in

Intentionally **book focus time** to protect your calendar and get your most important work done

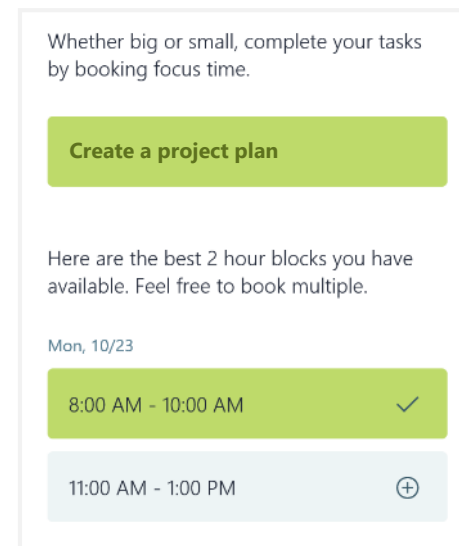
1 Select the **Book focus time** card in the Outlook Add-in



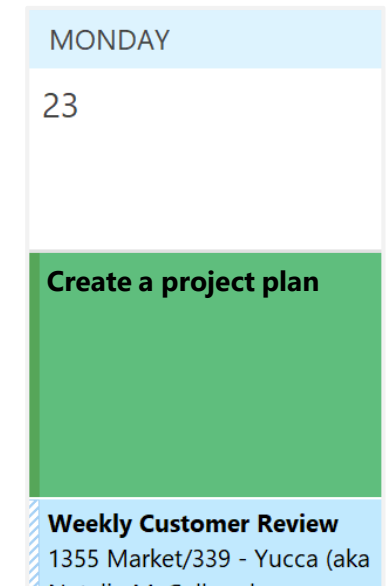
2 Set your intention to focus on your top priorities



3 Select the best 2-hour block available



✓ The block automatically appears in your calendar in green



# MyAnalytics feature

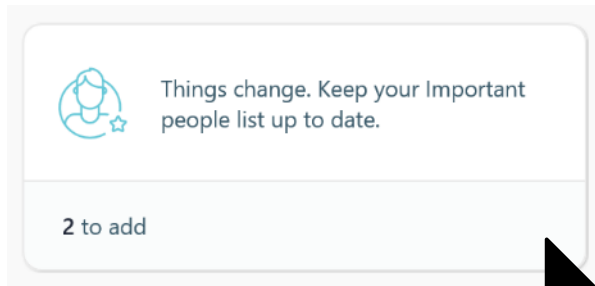
## Unread mails & important people

### Outlook Add-in

Focus your inbox attention on **unread mails** from your **important people** to reclaim time for focus hours

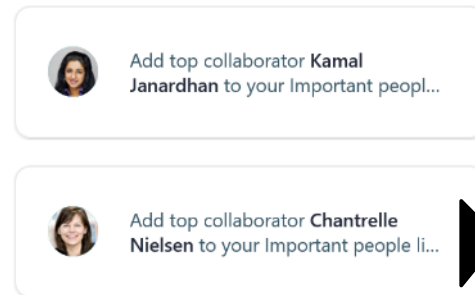
1

Select the Keep your **Important people** list up to date card



2

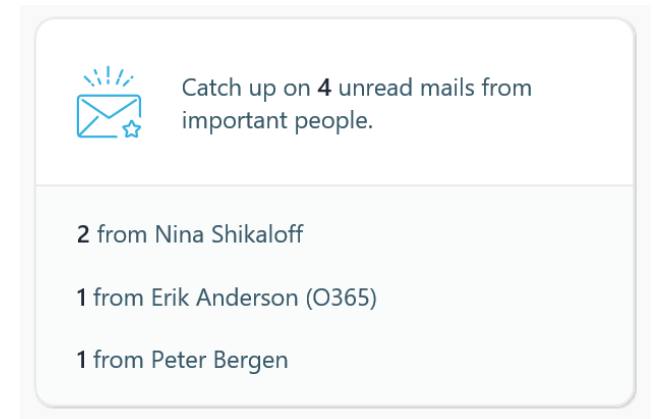
Choose people to add



*The Outlook Add-in suggests important people based on your collaboration from previous weeks. To add people you don't see here, go to **Your time investments** in your MyAnalytics Dashboard. From there, you can search for people, view your entire list, and remove people from your list.*

3

Stay on top of your relationships



# MyAnalytics feature

## Your time investments

### Dashboard

Use **Your time investments** to identify ways to optimize your collaboration hours with people in your network to reclaim time for focus hours

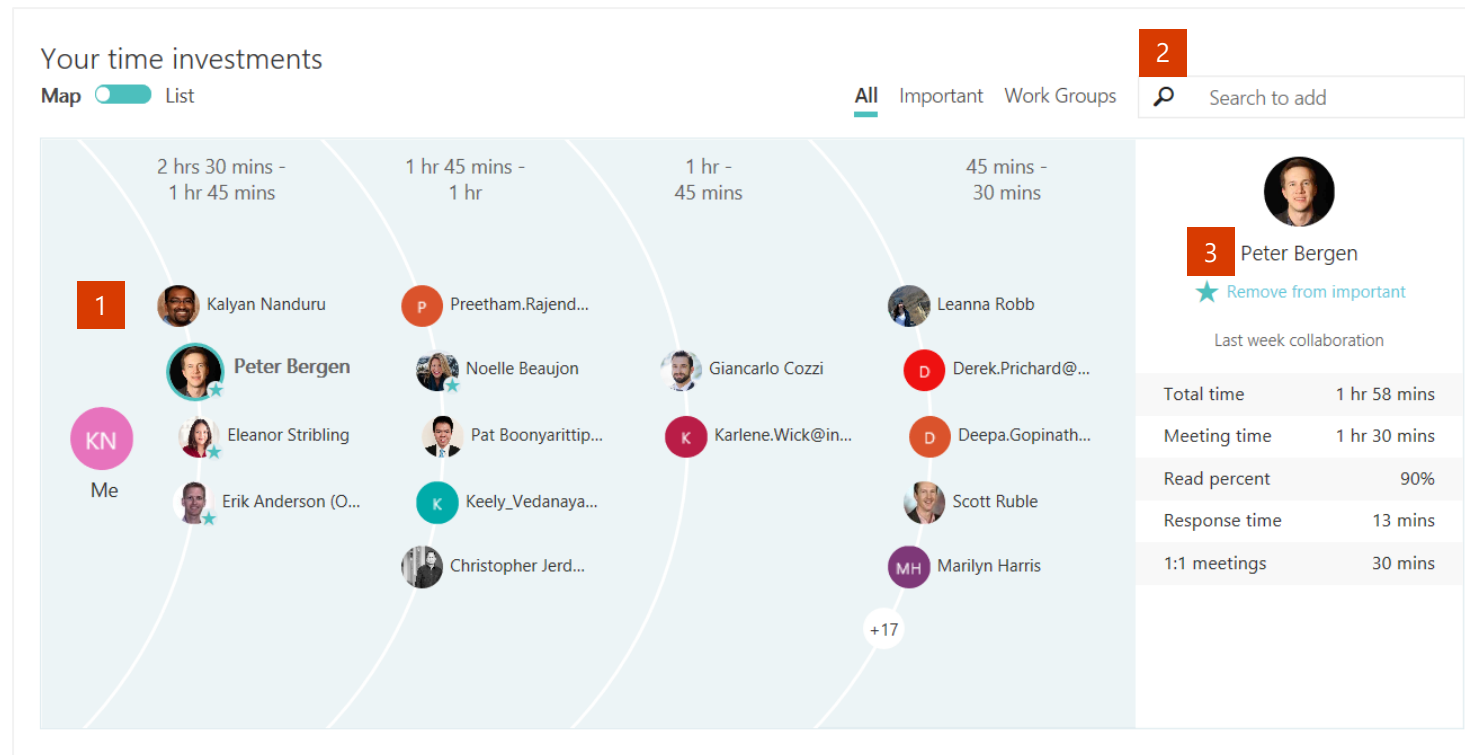
1

Focus on people who are not starred as important in your closest orbit—should they be added to your list, or are they people with whom you should spend less time?

Also focus on people who are in your farthest orbit—do you need to reconnect and/or are you neglecting some of your priorities?

2

Use this search field to find people to add to your Important people list.



3

Select an important person in your map to see collaboration details.

If **Meeting time** is high, think about ways to divide and conquer your shared meetings.

If your **Read percent** is low, you may be neglecting important priorities.

If your **Response time** is long, you may be acting as a bottleneck. If very short, you may be distracted by emails from this person.

**1:1 meetings** are important to monitor if this person is your manager or a direct report—1:1s are correlated with high engagement and performance.

# MyAnalytics feature

## Meetings

### Dashboard

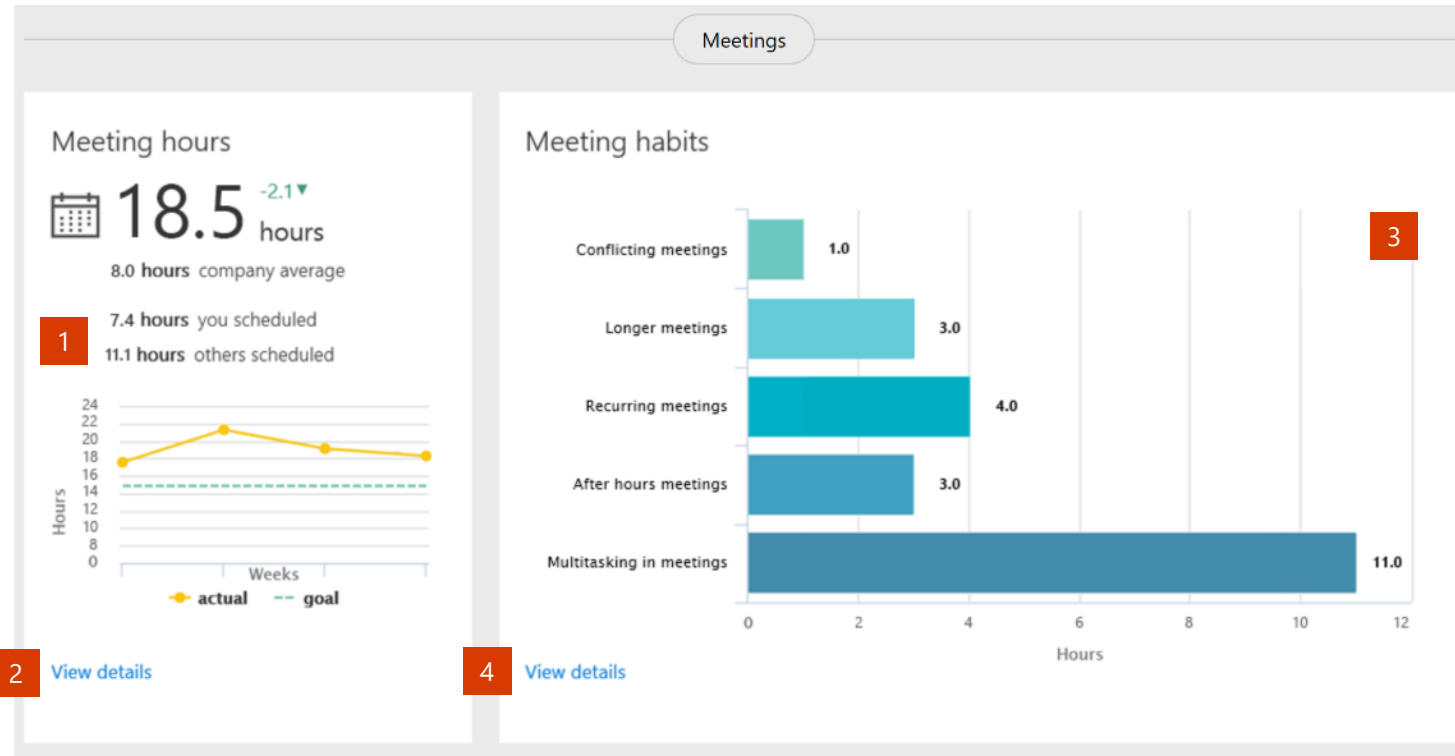
Use your **Meetings** data to identify meetings you can decline to reclaim time for focus hours

1

Compares the number of hours you scheduled vs. the number of hours others scheduled for you. Helps you determine whether you are accepting or scheduling too many meetings.

2

Click here to see the list of meetings you have attended, including meeting name, organizer, duration, and date.



3

Shows how many hours you spend in common meeting habit categories often considered low quality. Helps you identify your biggest meeting pain points.

4

Click here to see the meetings you have attended that fall into the meeting habits categories. Helps you identify opportunities to decline meetings and improve your habits.









Taking it to  
the **next level**



# Time blocking

Our single-tasking brains work best when we batch tasks into different types of similar work.

-  Plan priorities for the day in the morning instead of starting your day with email.
-  Batch process emails at set times to avoid being distracted by emails throughout your day.
-  Schedule meetings in blocks whenever possible to avoid time fragmentation.
-  Be disciplined about taking breaks during the day to recharge.
-  When blocking focus time, schedule during times when you have high energy and avoid times that are typically meeting heavy.
-  At the end of the day, reflect on your achievements and preview tomorrow's calendar.

**Be flexible!**

Rework your time blocks throughout the day as circumstances change.



**Bonus read:**

[Could time blocking replace your to-do list?](#)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	23	24	25	26	27
8AM	Plan				
9AM	Batch				
10AM	Meetings				
11AM					
12PM	Break				
1PM					
2PM					
3PM					
4PM					
5PM					
6PM	Reflect				

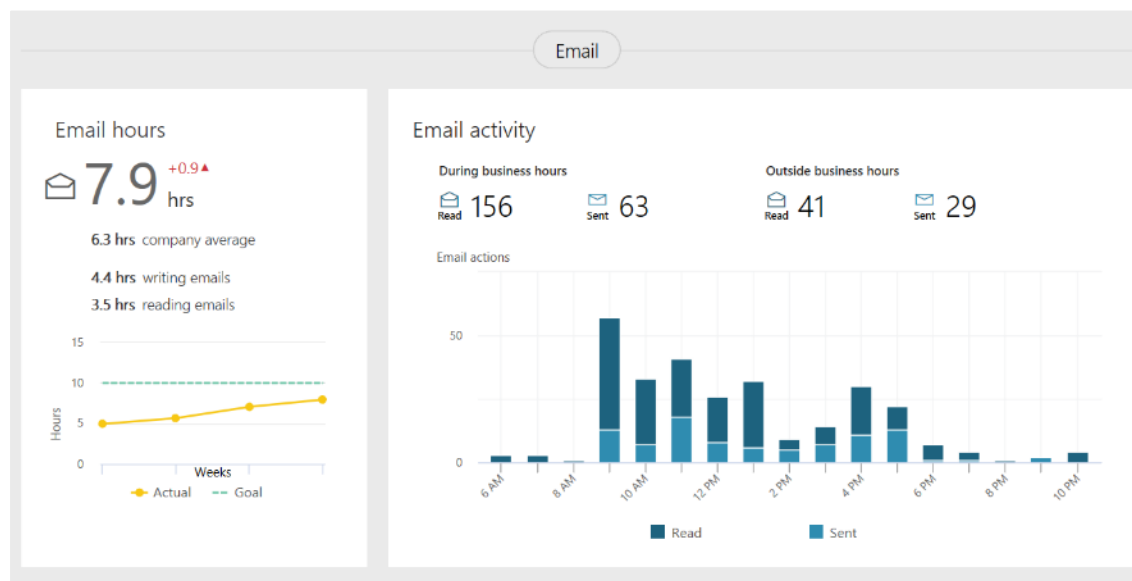
# Time blocking

Use MyAnalytics to help you identify blocks.

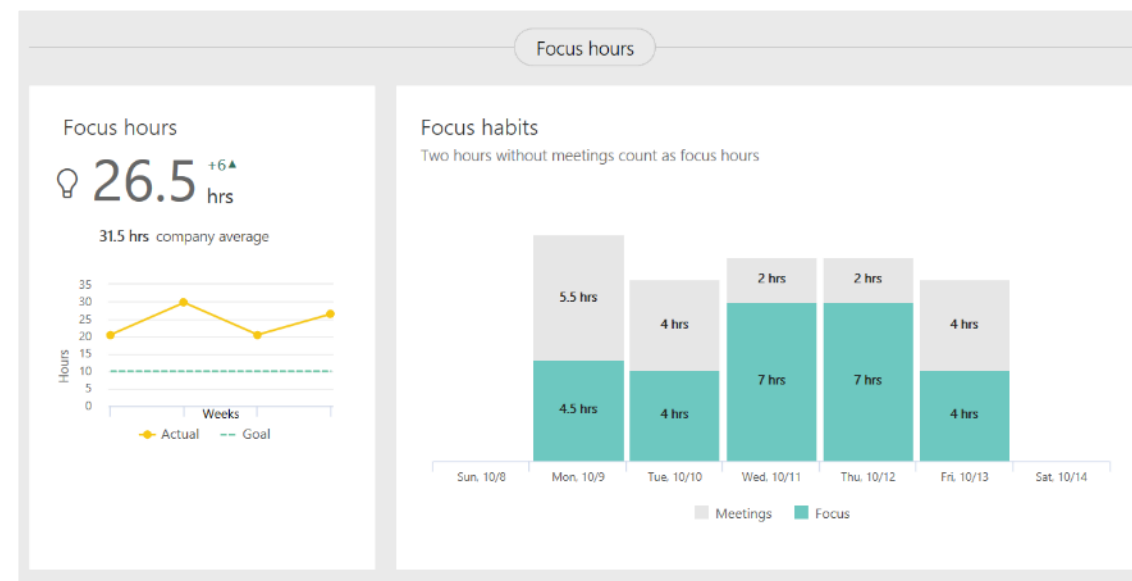


Bonus read:

[How to Stay Focused if You're Assigned to Multiple Projects](#)



Your **Email activity** chart shows the number of emails read and sent during the week by time of day. It can help you identify the best times to batch process email and monitor your progress.



Your **Focus habits** chart shows your daily ratio of meetings to focus time. It can help you identify the optimal blocks on your calendar for meetings and focus time.

