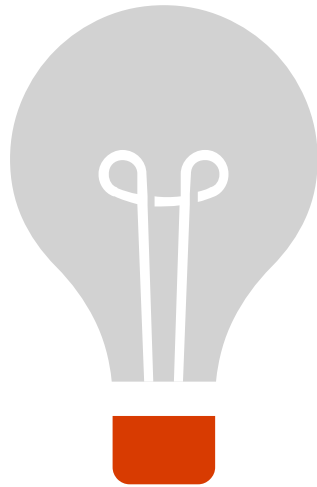Microsoft

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.

Humans 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 work without interruptions because that's not part of our team culture.

Recommended solution: Have a conversation with your manager. Explain that you need time to focus on your most demanding work 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 >

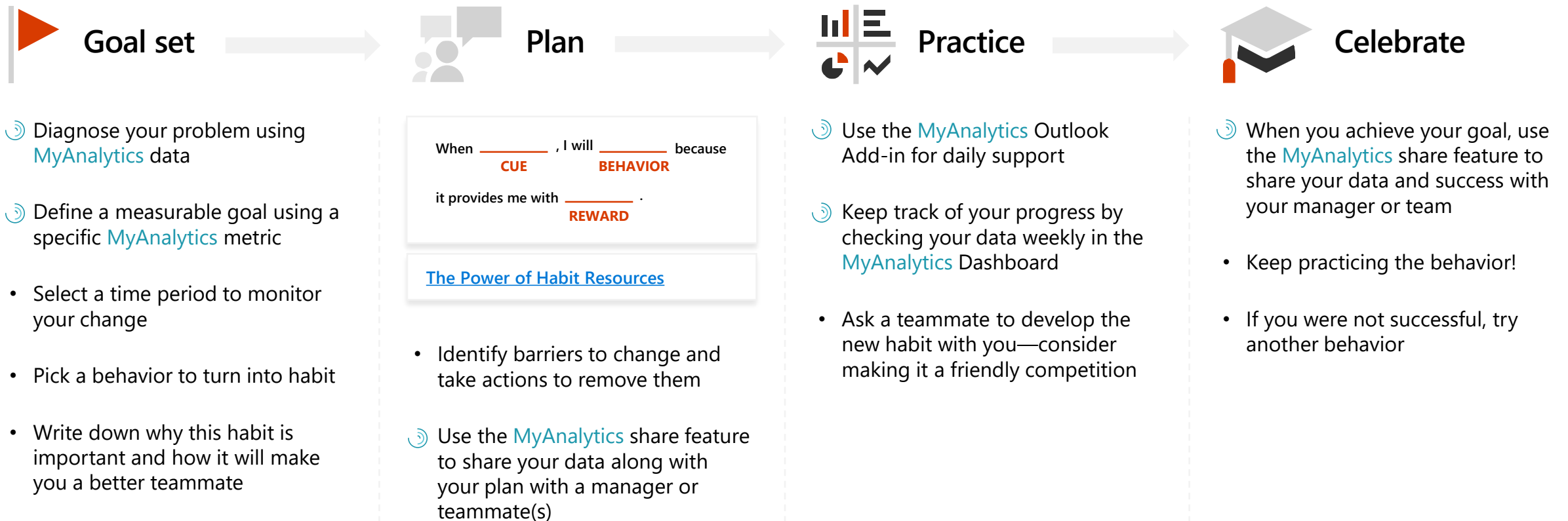# How do I turn behaviors into habits?

How to make it a habit

Goal set → Plan → Practice → Celebrate

Goal set
- Diagnose your problem using MyAnalytics data
- Define a measurable goal using a specific MyAnalytics metric
- Select a time period to monitor your change
- Pick a behavior to turn into habit
- Write down why this habit is important and how it will make you a better teammate

Plan

When _____ , I will _____ because
CUE   BEHAVIOR

it provides me with _____ .
REWARD

The Power of Habit Resources

- Identify barriers to change and take actions to remove them
- Use the MyAnalytics share feature to share your data along with your plan with a manager or teammate(s)

Practice
- Use the MyAnalytics Outlook Add-in for daily support
- Keep track of your progress by checking your data weekly in the MyAnalytics Dashboard
- Ask a teammate to develop the new habit with you—consider making it a friendly competition

Celebrate
- When you achieve your goal, use the MyAnalytics share feature to share your data and success with your manager or team
- Keep practicing the behavior!
- If you were not successful, try another behavior

Here are some examples

6

Habit playbook
Book focus time in advance

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 generate innovative ideas.

Sources: How to Have a Good Day, by Caroline Webb, **Why You Shouldn't Multitask** and **How Can I Use More of My Brain?**.

Goal set → Plan → Practice → Celebrate

Specific example

Over the next two weeks, add four hours of focus hours per week.

Idea

When I plan my week, I will book focus time in advance because it provides me with the ability to avoid after-hours work.

Outlook Add-in

Stay on track. Book focus time **next week** to get work done.

MyAnalytics Dashboard

21.5

Company average 33.3 hrs

MyAnalytics Dashboard

Share

Habit playbook

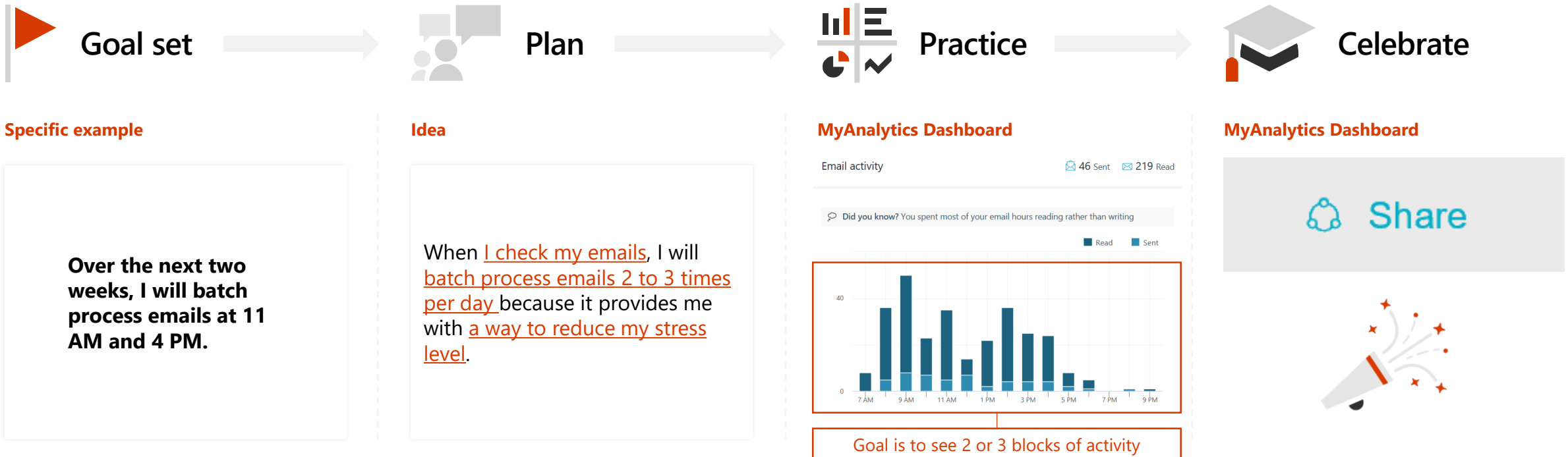Batch process emails 2 to 3 times per day
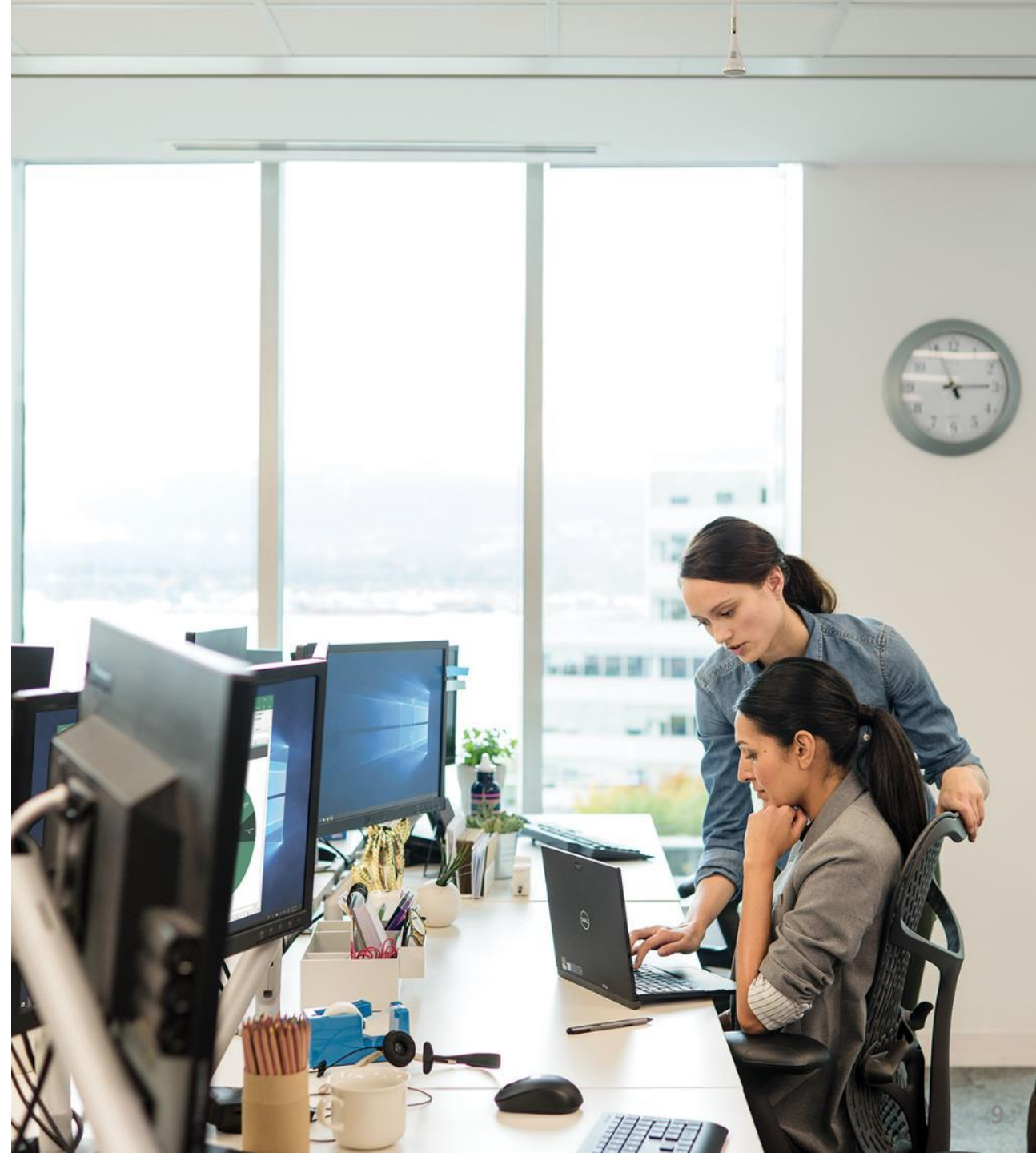
Bonus read

Brain, Interrupted

Processing emails constantly throughout the day subjects us to lower productivity and increased stress. It takes us longer than we think to fully return to a task after an interruption. Research shows that it takes 23 minutes to get back on task after an interruption and 16 minutes when the interruption is specifically email.

Source: **Worker Interrupted: The Cost of Task Switching**

Goal set → Plan → Practice → Celebrate

Specific example

Over the next two weeks, I will batch process emails at 11 AM and 4 PM.

Idea

When I check my emails, I will batch process emails 2 to 3 times per day because it provides me with a way to reduce my stress level.

MyAnalytics Dashboard

Email activity   46 Sent   219 Read

Did you know? You spent most of your email hours reading rather than writing

Read   Sent

40

0

7 AM   9 AM   11 AM   1 PM   3 PM   5 PM   7 PM   9 PM

Goal is to see 2 or 3 blocks of activity

MyAnalytics Dashboard

Share
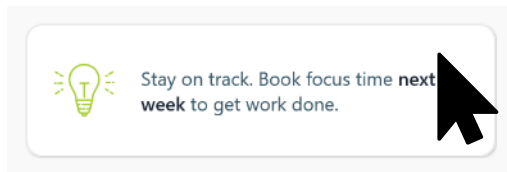
MyAnalytics features to support change

MyAnalytics feature
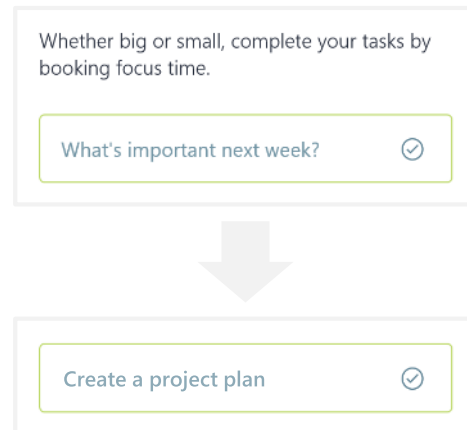## Book focus time

Outlook Add-in

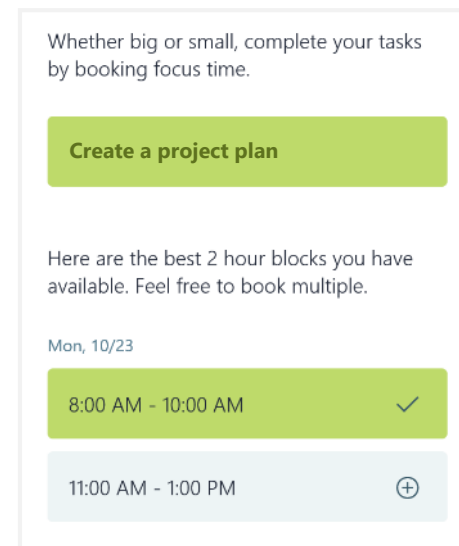Use **book focus time** to intentionally protect your calendar and get your most important work done

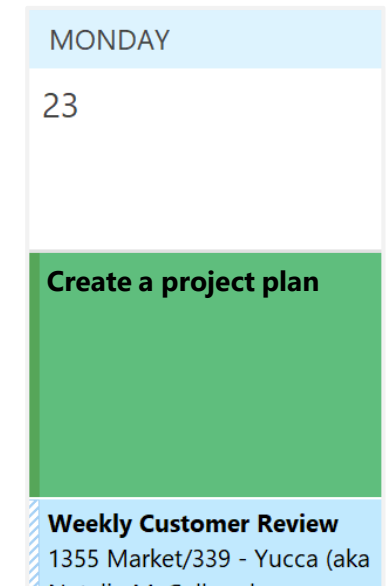| 1	Select the **Book focus time** card in the Outlook Add-in

Stay on track. **Book focus time next week** to get work done.

2	Set your intention to focus on your top priorities

Whether big or small, complete your tasks by booking focus time.

What's important next week?

Create a project plan

3	Select the best 2-hour block available

Whether big or small, complete your tasks by booking focus time.

Create a project plan

Here are the best 2 hour blocks you have available. Feel free to book multiple.

Mon, 10/23

8:00 AM - 10:00 AM ✓

11:00 AM - 1:00 PM ⊕

✓	The block automatically appears in your calendar in green

MONDAY

23

Create a project plan

Weekly Customer Review
1355 Market/339 - Yucca (aka
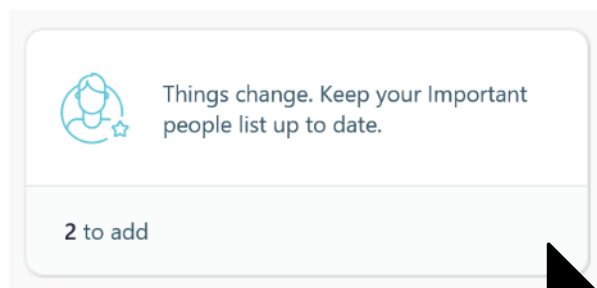
MyAnalytics feature
Unread mails & important people
Outlook Add-in

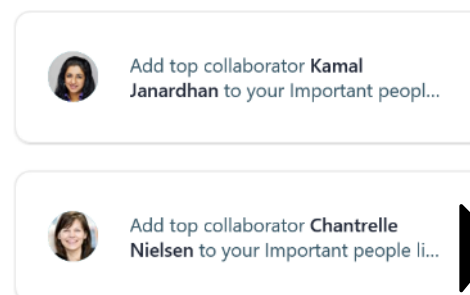Use **unread mails** and **important people** to focus your email attention

| 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 by selecting the **unread mails** card
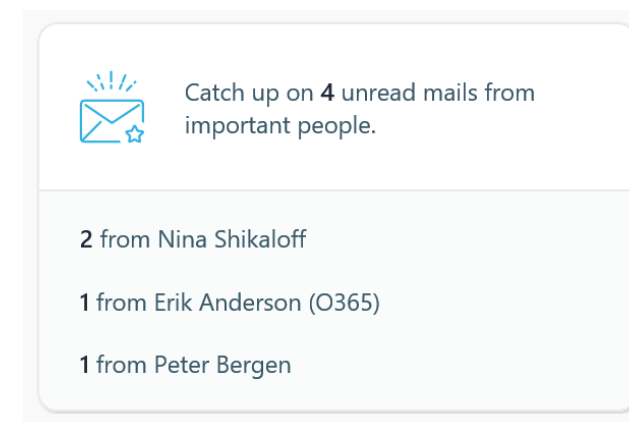
MyAnalytics feature
My network

Dashboard

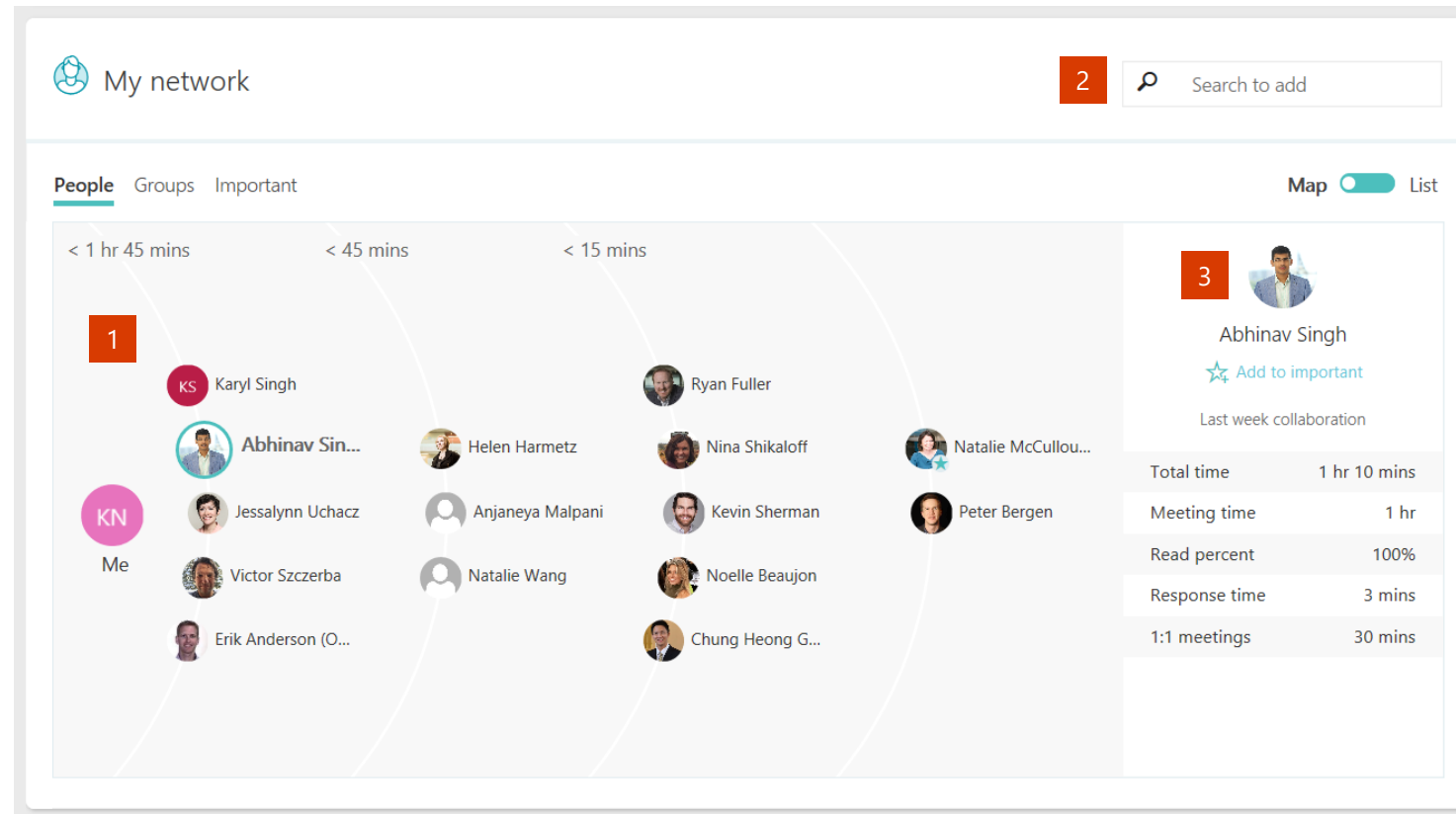Use **My network** to identify ways to optimize time with important people

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.

My network

2 🔍 Search to add

People Groups Important

Map ⬤ List

< 1 hr 45 mins   < 45 mins   < 15 mins

1

KS Karyl Singh   Ryan Fuller

    Abhinav Sin...   Helen Harmetz   Nina Shikaloff   Natalie McCullou...

KN Jessalynn Uchacz   Anjaneya Malpani   Kevin Sherman   Peter Bergen

Me

    Victor Szczerba   Natalie Wang   Noelle Beaujon

    Erik Anderson (O...   Chung Heong G...

3

Abhinav Singh
☆ Add to important

Last week collaboration

Total time	1 hr 10 mins
Meeting time	1 hr
Read percent	100%
Response time	3 mins
1:1 meetings	30 mins

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.
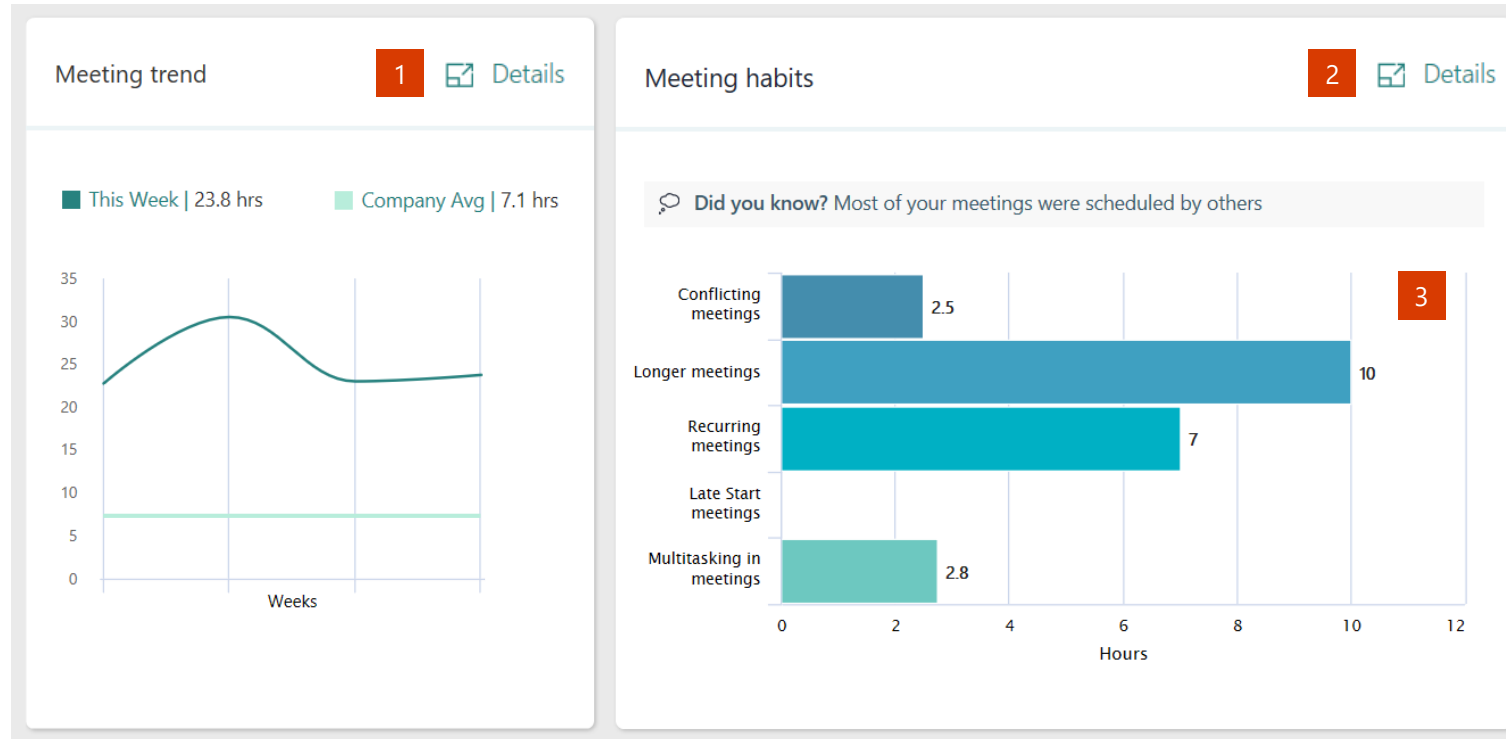
MyAnalytics feature
My meetings
Dashboard

Use **My meetings** data to identify meetings you can decline

1

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

2

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 habits.

3

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

Meeting trend   **1**   Details

- This Week | 23.8 hrs   Company Avg | 7.1 hrs

Weeks

Meeting habits   **2**   Details

Did you know? Most of your meetings were scheduled by others

3

	Hours
Conflicting meetings	2.5
Longer meetings	10
Recurring meetings	7
Late Start meetings	
Multitasking in meetings	2.8

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.

	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27
8AM	Plan (black)	black	black	black	black
9AM	Batch (orange)	red	red	orange	blue
10AM	Meetings (blue)	red	red	blue	blue
11AM	blue	blue	yellow/orange	blue	orange
12PM	Break (green)	green	green	green	green
	blue	orange	red	blue	blue
1PM	blue	orange	red	blue	blue
2PM	blue	blue	red	red	red
3PM	green	blue	green	red	red
	Focus time (red)	blue	blue	green	green
4PM	red	blue	blue	red	red
5PM	red	blue	blue	orange	red
	orange	orange	orange	orange	orange
6PM	Reflect (white)	white	white	white	white

Time blocking

Use MyAnalytics to help you identify blocks.
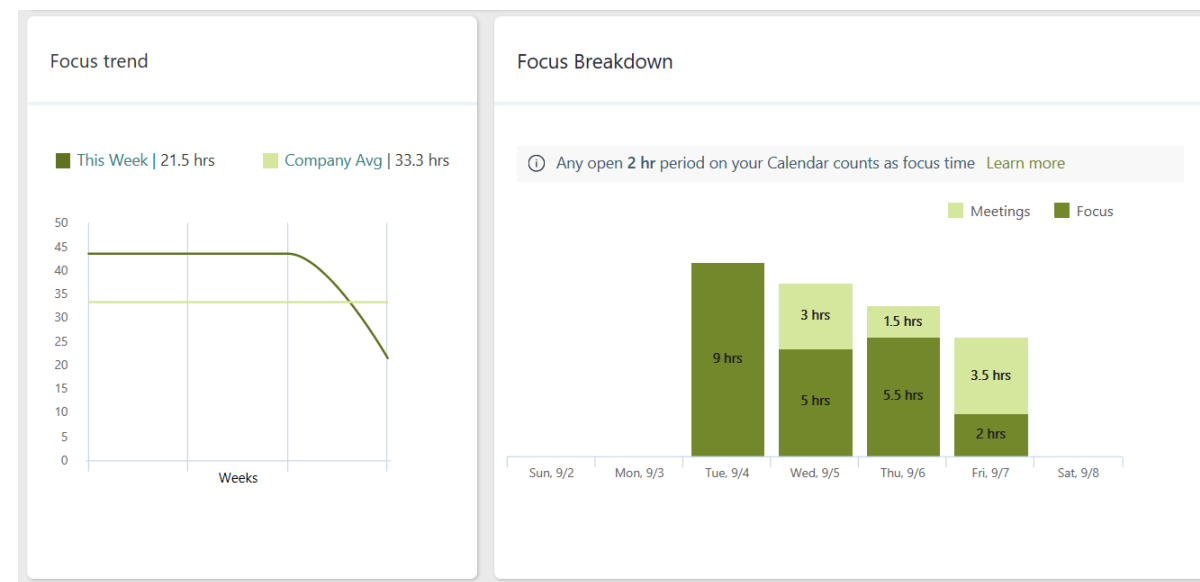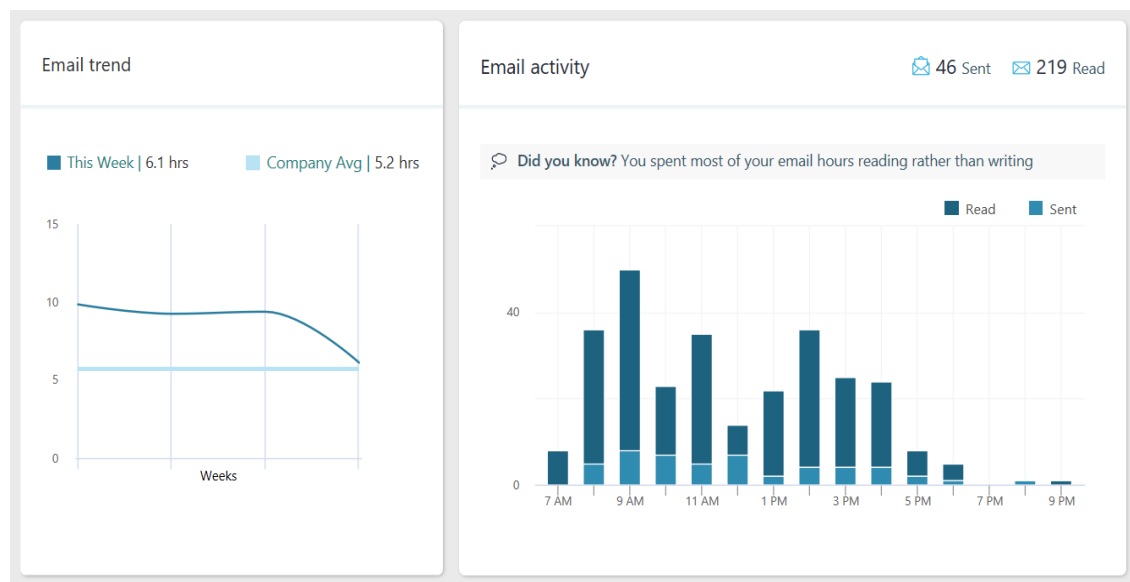
My Email shows the number of emails read and sent during the week by time of day. It can help you identify the best times to batch process email and monitor your progress.

My Focus 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.