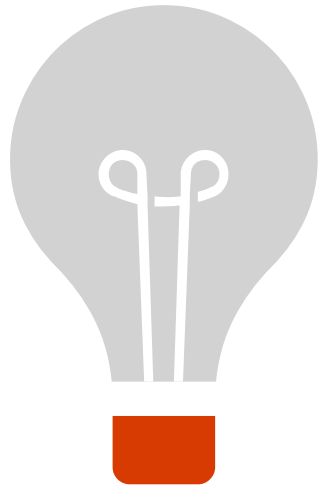




MyAnalytics After Hours

Office 365



After Hours is the amount of time you spend collaborating outside your defined work week. In our hyper-connected world, work-related stress is on the rise and it can have dramatic impacts on our well-being.

Reducing after hours can help you achieve a work-life balance that increases your productivity, engagement, health and happiness.

Healthy after hours

Put your phone in a drawer when home to resist the temptation to check it

Wait to send late night emails until the morning

Turn off notifications on your devices to maintain control of your attention

Batch process emails 2 to 3 times per day instead of checking email all day

Set boundaries and decline meetings scheduled after hours

Set your priorities daily to gain clarity on what deserves your attention

Schedule blocks of focus time to get work done within business hours

Note: Since after hours work is often a symptom of unhealthy collaboration habits during the day, check out the focus hours, meetings and emails learning modules for more helpful tips.



Mini behavioral science lesson

Breaks and sleep make us smarter

Working harder and longer is not the way to be more productive. We perform at our best when we take breaks and sleep a healthy amount.

The prefrontal cortex, which is the area of the brain responsible for problem solving, reasoning, organizing, inhibition, planning and executing plans, needs sleep to properly function. Neuroscientists are finding that our brains do important processing that leads to enhanced learning and insight during breaks.

[The Organizational Cost of Insufficient Sleep >](#)

How to Have a Good Day, by Caroline Webb



Remove barriers

Set and keep boundaries

Common objection: I must work after hours because my team does.

Recommended solution: People tend to work more hours, check emails obsessively, and cancel personal commitments even when managers do not ask them to do these things. Inaccurate perceptions of what other people are doing lead us to believe that after hours work is necessary.

To avoid assumptions, set and discuss after-hours boundaries with your manager and team. Explicitly agree on what is expected and the best ways to get work done. Then consistently practice these new behaviors to keep boundaries. Flexible work arrangements can lead to similar results and in some cases, superior productivity.

[Work and Life, Ideas42 >](#)

[Rethinking the Work-Life Equation >](#)

How do I turn
behaviors into
habits?

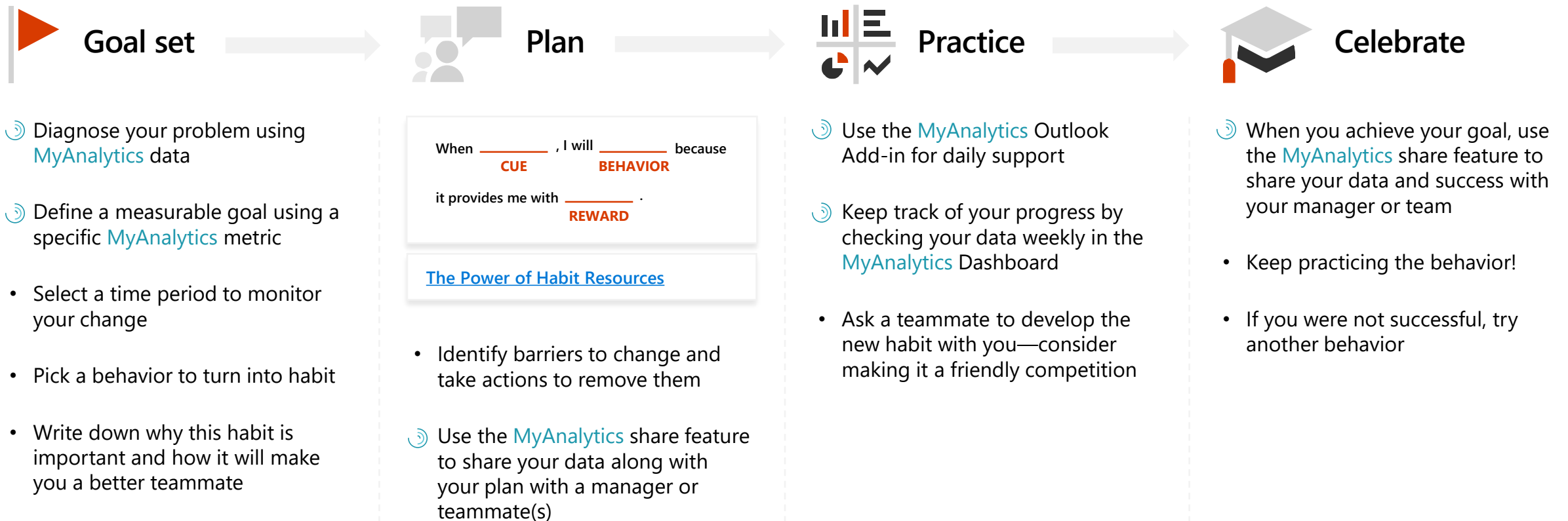


How to make it a habit

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

Rob Cross, Professor of Global Leadership, Babson College

¹[Reclaiming Your Day Research](#)



Here are some
examples



Habit playbook

Wait to send late-night emails until the AM



Bonus read

[Your Late Night Emails Are Hurting Your Team](#)

A correlation has been found between the amount of time managers send email and organize meetings after-hours and the amount of time their direct reports do the same. In one Fortune 100 technology company, data shows that every hour that people managers spend after-hours translates to 20 minutes of additional direct report time spent after-hours.

Source: [If You Multitask During Meetings Your Team Will Too](#)



Specific example

Over the next 2 weeks, reduce the number of emails sent outside of business hours by 50%.

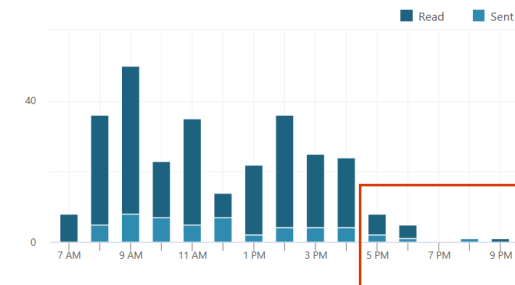
Idea

When I choose to work after hours, I will wait to send late-night emails until the AM because it provides me with the satisfaction that I am helping my teammates unplug.

MyAnalytics Dashboard

Email activity 46 Sent 219 Read

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



MyAnalytics Dashboard

Share



Habit playbook

Batch process emails 2 to 3 times per day

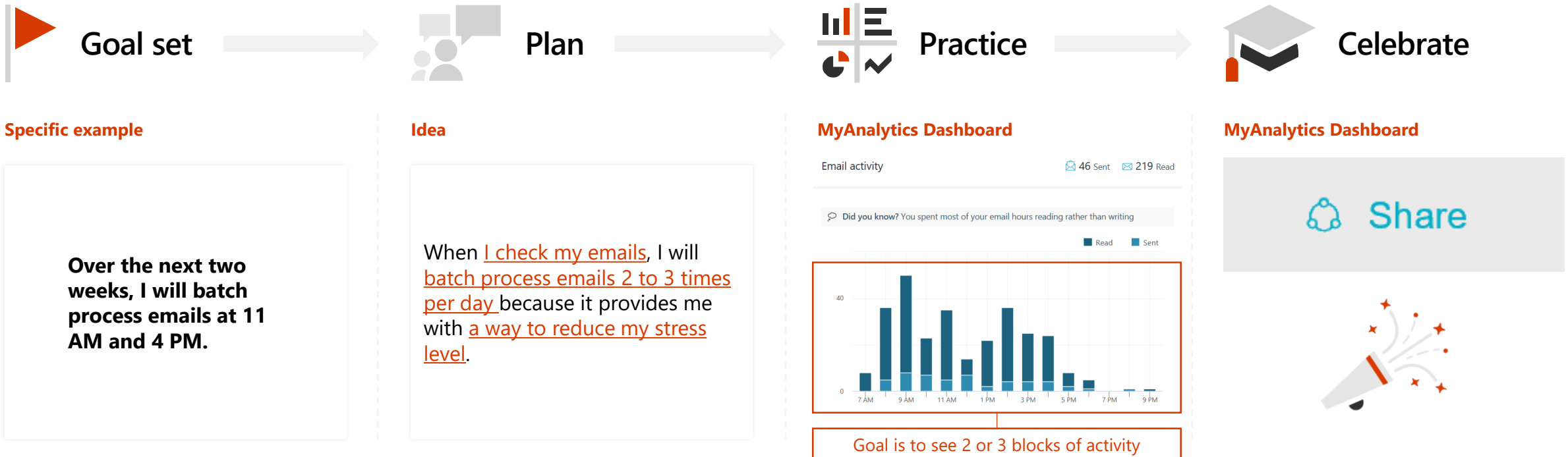


Bonus read

[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](#)



Habit playbook

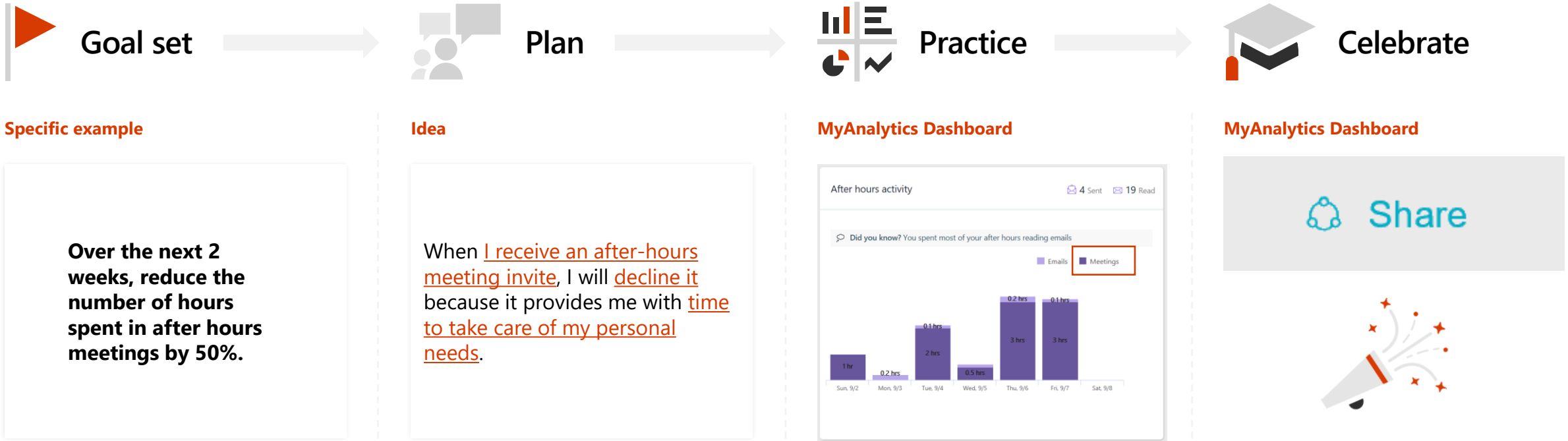
Decline after-hours meetings



Bonus read

[Saying No to the Non-Essential](#)

Declining meetings after hours will enable you to reclaim personal time, reduce your stress levels and get the break time you need to perform at your very best. When done consistently, your team will respect this boundary and hopefully also adopt it. Sometimes urgent deadlines and unusual schedule conflicts will force you to meet after hours. When this happens, note the meeting exception in your acceptance to continue to manage expectations.



Habit playbook

Proactively schedule “slack time”

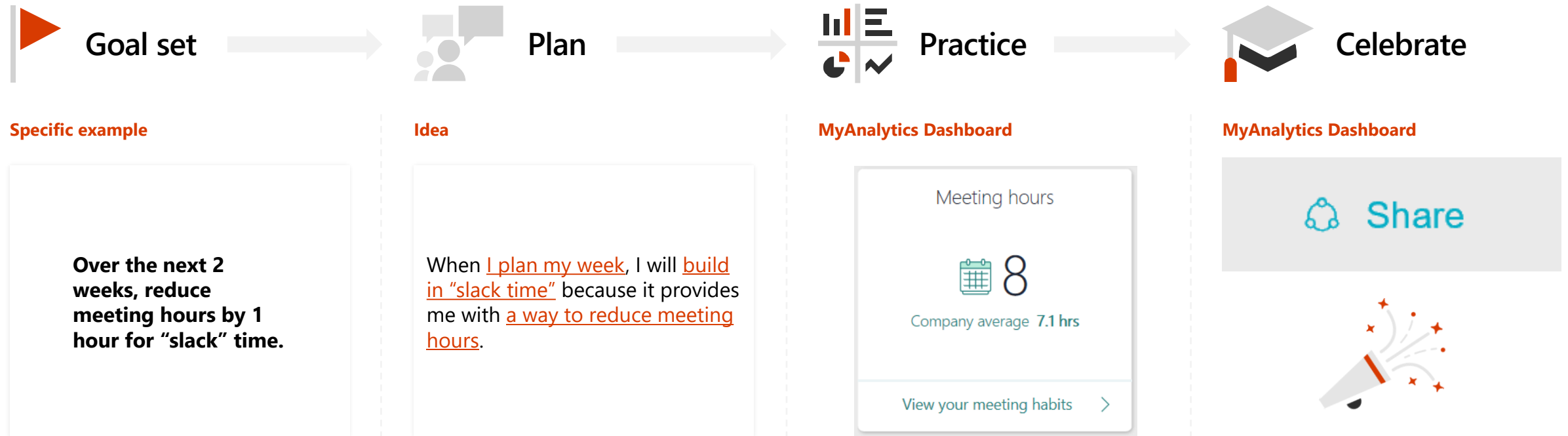


Bonus read

[Work and Life, Ideas42](#) (Pages 32 & 33)

We often feel overloaded because people typically expect tasks to take less time than they actually do. “Slack time” is a block of time on your calendar to accommodate for natural poor planning. When this time is blocked, it can’t be taken by a meeting, so you have additional time to complete important tasks before the work day ends.

Source: How to Have a Good Day, by Caroline Webb



MyAnalytics features to support change



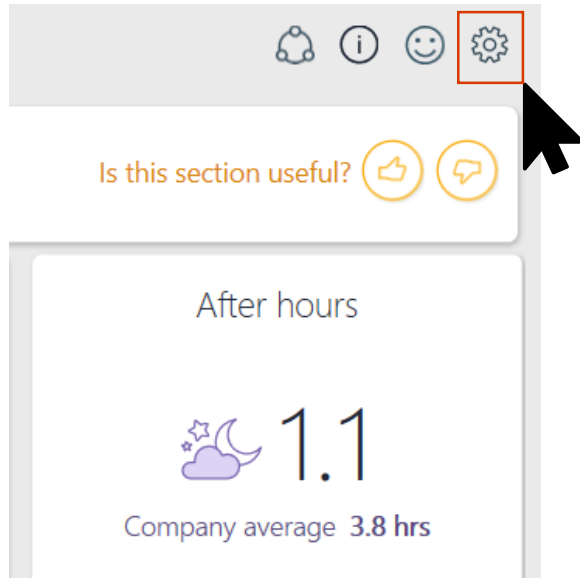
MyAnalytics feature

Time Settings

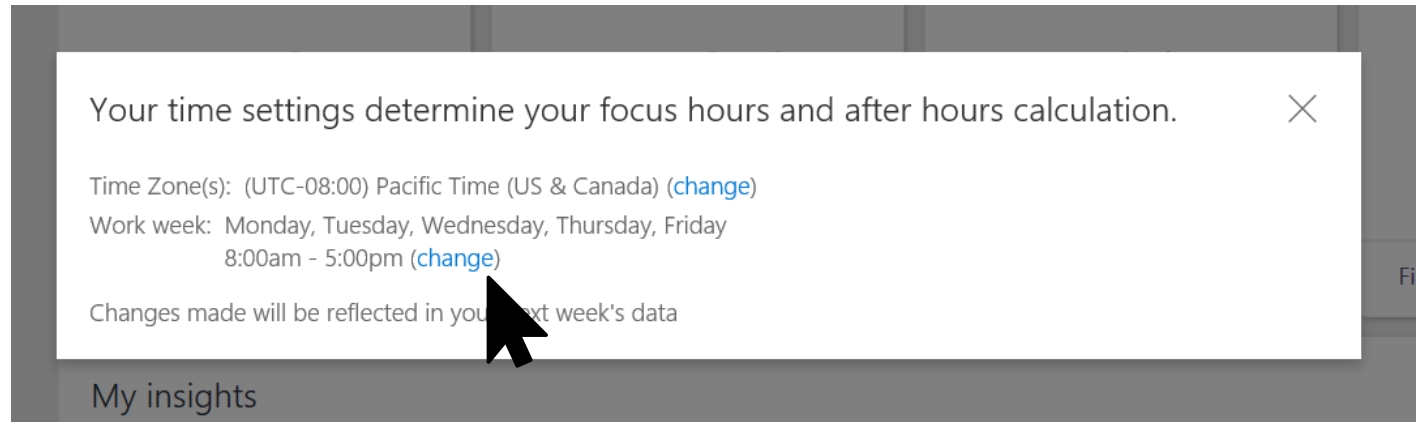
Dashboard

Use **time settings** to customize your work week and see accurate after hours in your dashboard

1 Click on **time settings**



2 Click on **change** to input your custom work week days and hours



MyAnalytics feature

After-hours impact

Outlook Add-in

Use **after-hours impact** to see late-night email activity and help you make better future decisions

1

Select the **after-hours impact** card to see whom you have impacted



Take a look at who you've been impacting after hours.



2

Click on a person to see the email

After hours impact this week



Claire Smith

1 day



Suggested strategy

Ripple effect

Save after-hours emails for the morning to reduce the chance that you'll start a ripple effect of after-hours work for others.

3

Reflect on whether the email could have waited until the morning



Claire Smith

1 day



Conversations after-hours

Claire Smith

test tenant environ... Mon, Feb 12

MyAnalytics feature

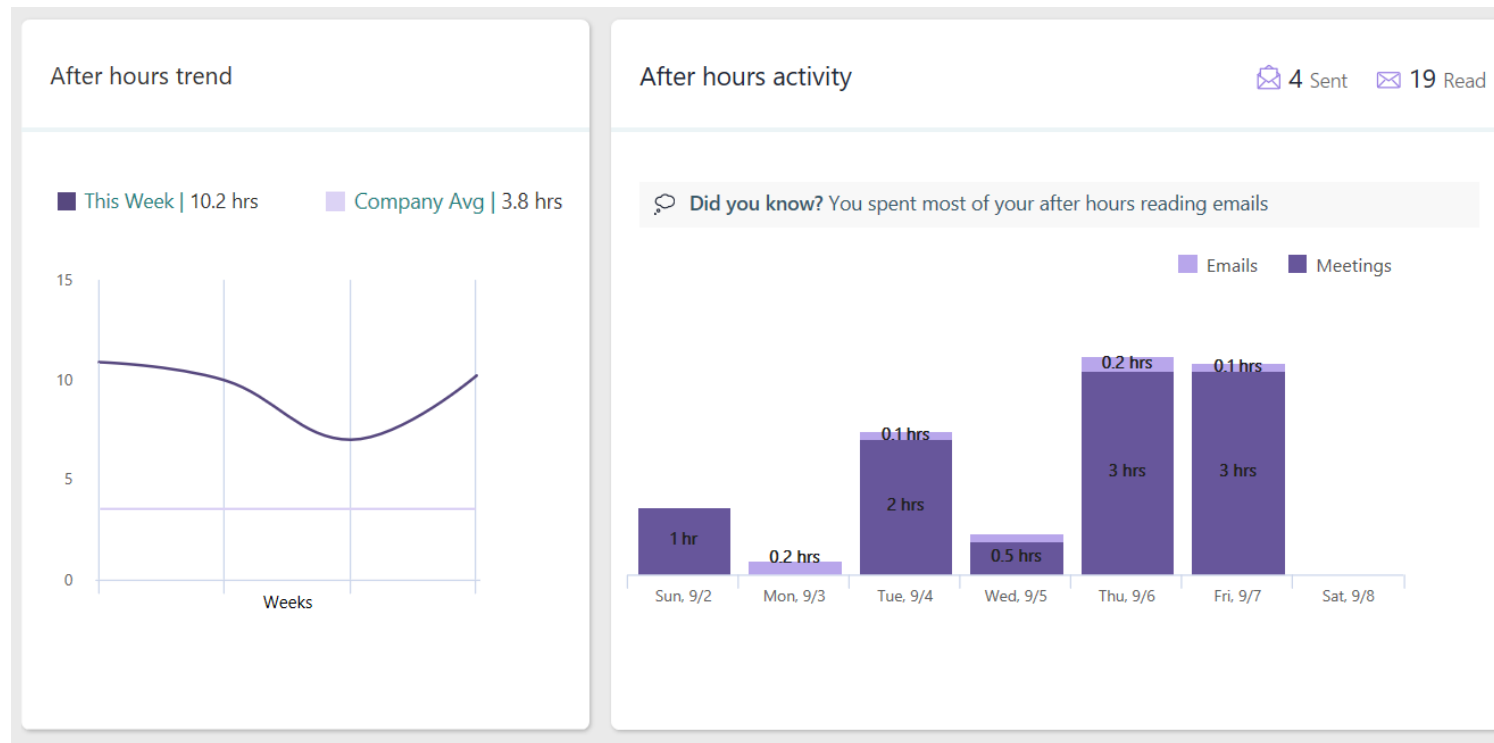
My after hours

Dashboard

Use **My after hours** to help identify patterns in your activity and opportunities for improvement

1

The 4-week trend line allows you to assess the magnitude of your after-hours problem. Is it persistent, growing or did you just experience a temporary rise?



2

Enables you to see how your after-hours time is split between meetings and emails. It can help you identify your focus area. The example shows a person who is regularly meeting after hours.

Taking it to
the **next level**



Setting priorities

Clear priorities can help you avoid after-hours work



Bonus read:

[How to Prioritize Your Work When Your Manager Doesn't](#)



"Putting first things first means organizing and executing around your most important priorities. It is living and being driven by the principles you value most, not by the agendas and forces surrounding you."

Dr. Stephen R. Covey

PLAN EVERY WEEK

1. Draw the urgent/important matrix and assign your to-do items for the upcoming week to a quadrant
2. Confirm that your calendar is focused on Q1 and Q2 items; adjust if necessary and communicate priorities to colleagues
3. Schedule focus time using MyAnalytics for Q2 items
4. Use your matrix as your guide for the week as new things come up
5. Say "no" to non-essential requests: [Eight Ways to Say No](#)

