

## Distraction Questionnaire

Distractions cost US businesses \$588 billion dollars in productivity each year, according to Basex. It makes me wonder, how many of these distractions are derived from your leadership “tone” and daily work behavior creating a sense of anxiety and attention deficit within your workplace. Take the quick below to determine how you operate within your day, influencing your team to do the same.

### Email:

- Do you expect immediate responses to emails sent?
- Do you pop into an employee’s office, send a text or call them within 30 minutes without an answer?

### Phone Call:

- Do you always take phone calls regardless of what you are working on or who is in your office?

### Devices:

- Are you always seen carrying your cell phone?
- Have you interrupted meetings or allowed yourself to be distracted to respond to messages or alerts?
- Does your phone stay on and active throughout each work day?

### Unannounced Visits:

- Are you known for walking into an employee’s workspace unscheduled to discuss a project, question or need?

## **Open Door Policy:**

- Are you devoted to an open-door policy permitting others to interrupt your activities throughout the day?

## **Schedule:**

- Do you allow for an open schedule of time that anyone can take to meet their needs?
- Are you intentional about blocking off time throughout the day to work without interruption?

## **Meetings:**

- Do you accept every meeting invite?
- Do you require an agenda before attending or does the invitation merely imply your required attendance?

## **Priorities:**

- As other departments or peers make demands of your time or request non-priority essential tasks, do you agree without scrutiny?

## **After Hours:**

- Are you known for sending or responding to after hour emails or texts?
- Are you willing to interrupt your family time to take incoming work-related phone calls?

## **Social Media:**

- Do you pop on social media to respond to posts and comments throughout the day?
- Do you actively share and communicate with others online frequently?

## **Vacation:**

- Have you been known to respond to messages while taking time off from work?
- Do you regularly take time off to decompress, relax and refocus?

If you answered “Yes” to any of these questions (and I admit, I did!), you are sending a message to your employees the same is expected of them. If you are unable to allow yourself time to focus without interruption, or if you are not proactively seeking ways to avoid disruption, others will fail to do so as well.