



10-Day Open Plan Productivity Action Plan

Start on Monday; choose one strategy to share with your team.

Day 1: Encourage using headphones to focus and block distractions.

Day 2: Reminder NO speakerphones, it distracts others; book a conference room.

Day 3: Spend 15 minutes tidying up workspaces today. Put away files, remove clutter and create a clear desk for focus.

Day 4: Don't interrupt conversations or providing unsolicited feedback. If someone needs your input, they'll ask.

Day 5: Host a team meeting and build a do not disturb agreements. Determine something for your workstation to signal you don't wish to be disturbed. Bring it to work on Monday.

Take a break for the weekend; you deserve it.

Day 6: Set up do not disturb signal.

Day 7: Turn down the volume of everything! Music and conversations.

Day 8: Respect different work styles – don't interrupt.

Day 9: Stop using phrases 'do you have a second... do you have a minute?'

Day 10: Use instant message or email to get someone's attention and ask quick questions. If it's urgent ... let them know.

Congratulations – you did it!

For more ideas on how you can accelerate your productivity at work and pay attention to what matters, check out neenjames.com