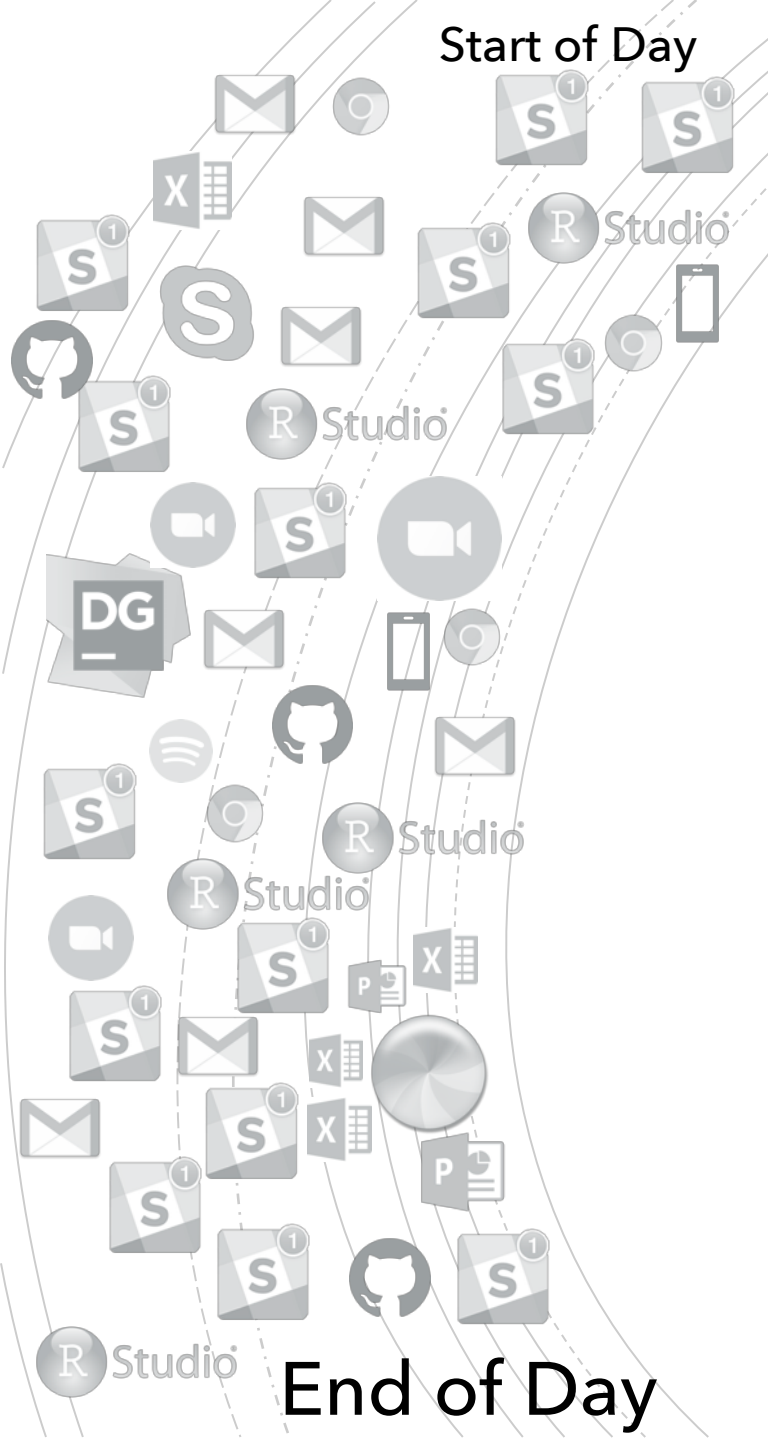


Start of Day



Tracking Work Distractions & Quantifying Focus

Madison Lukaczyk
September 2018

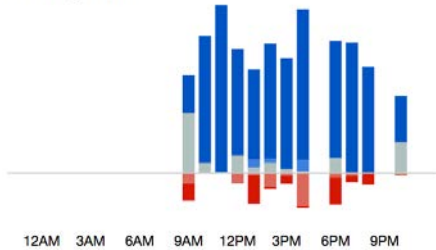
End of Day

I use RescueTime to track time, R Studio to take it to a new level

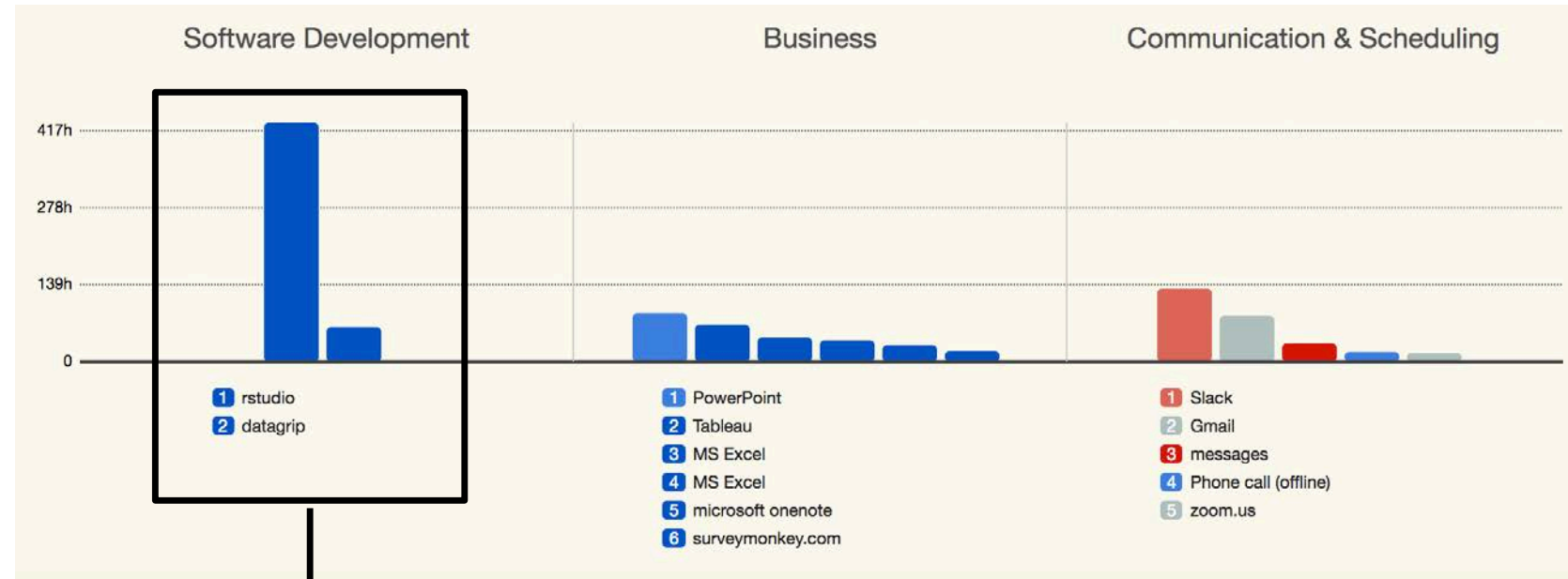


 **8h 9m** Logged this day
1.4h more than the day before

time by hour

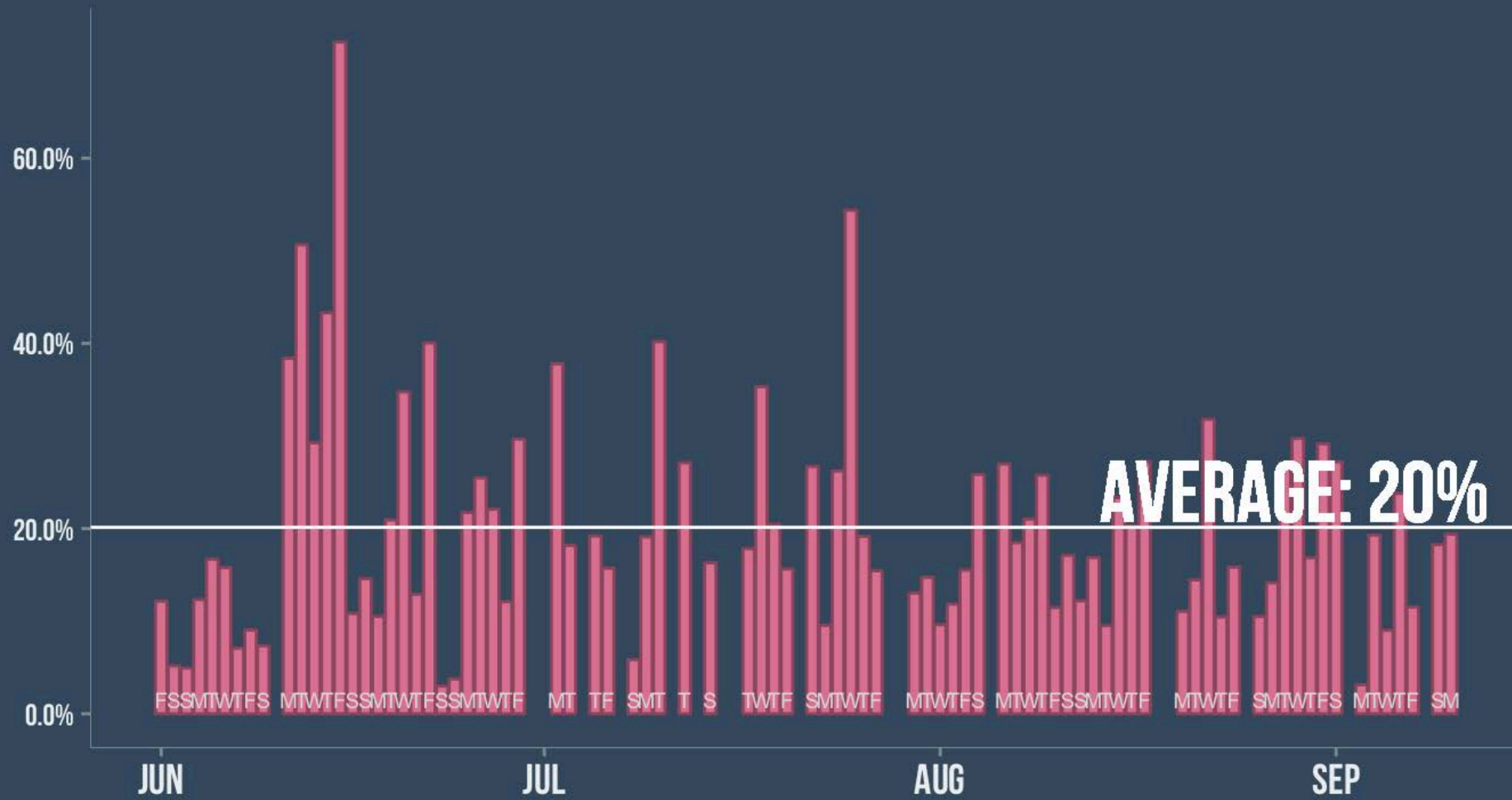


productivity pulse



% of Day Spent Using Email or Instant Message

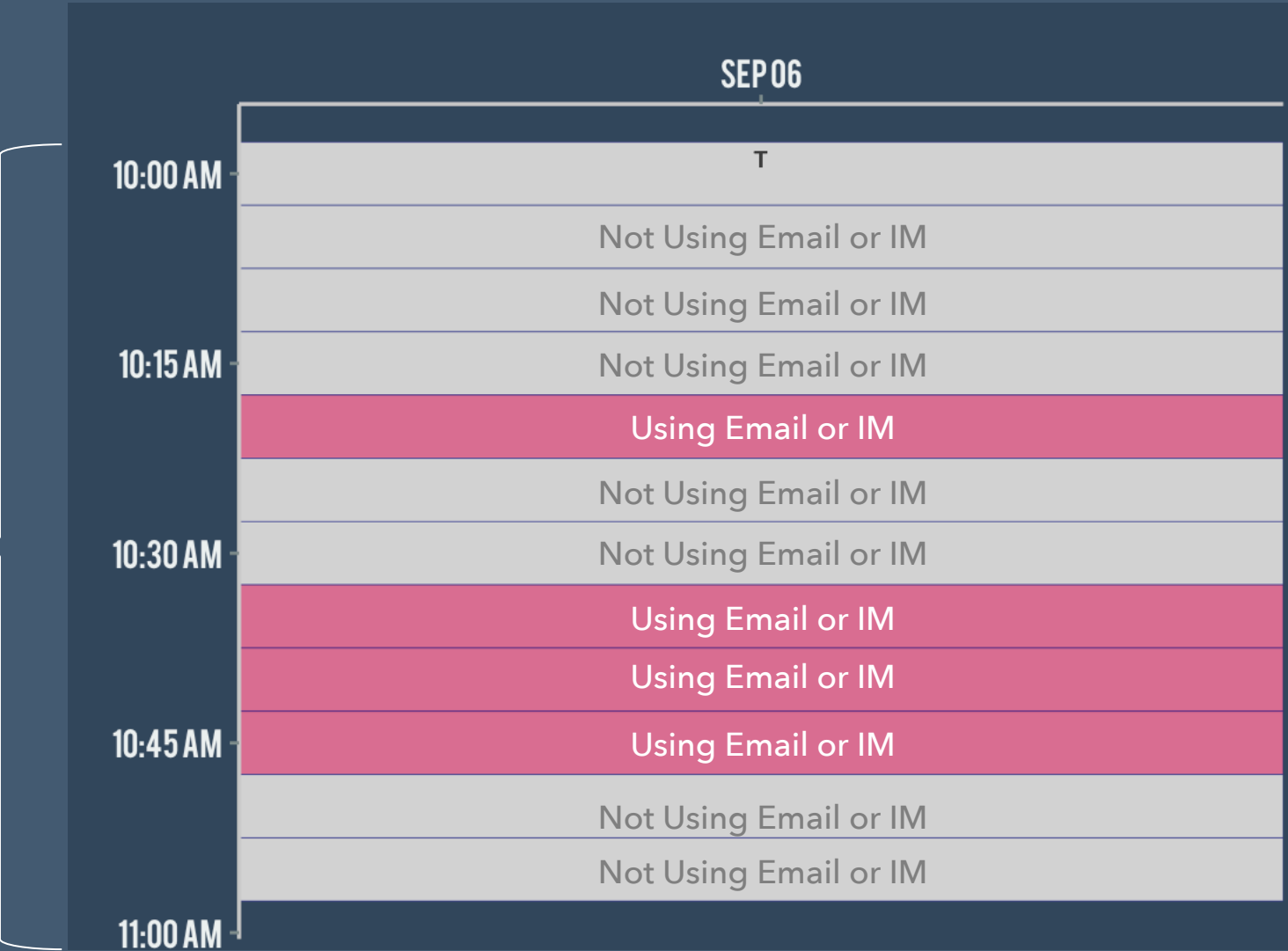
Per active day



20% of my work day is spent using communication tools.

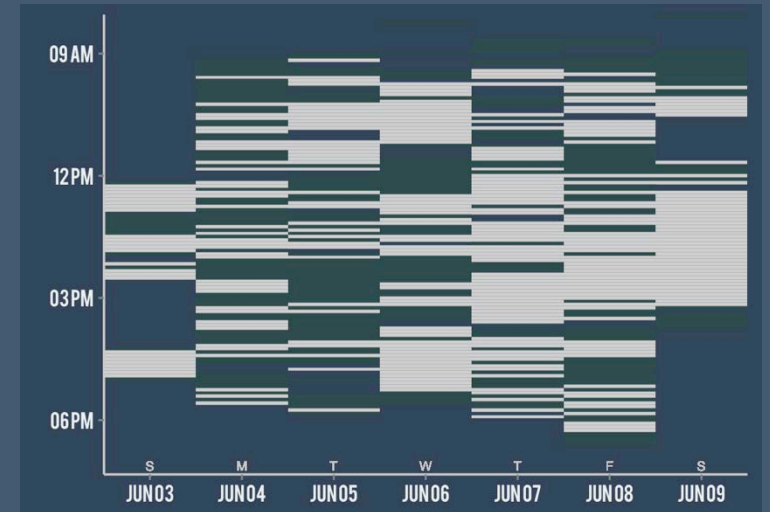
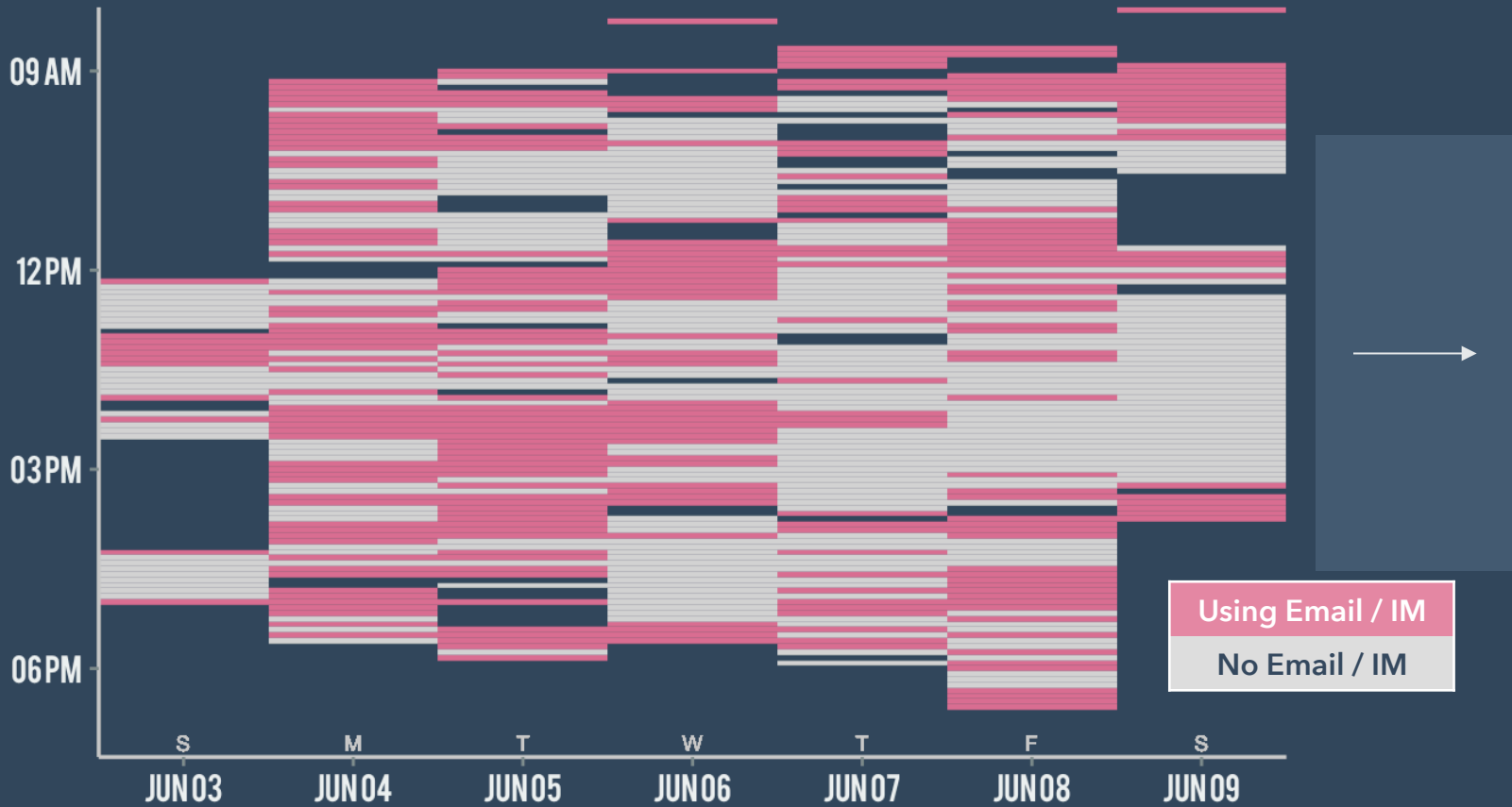
SEP06

1 Hour of My Day



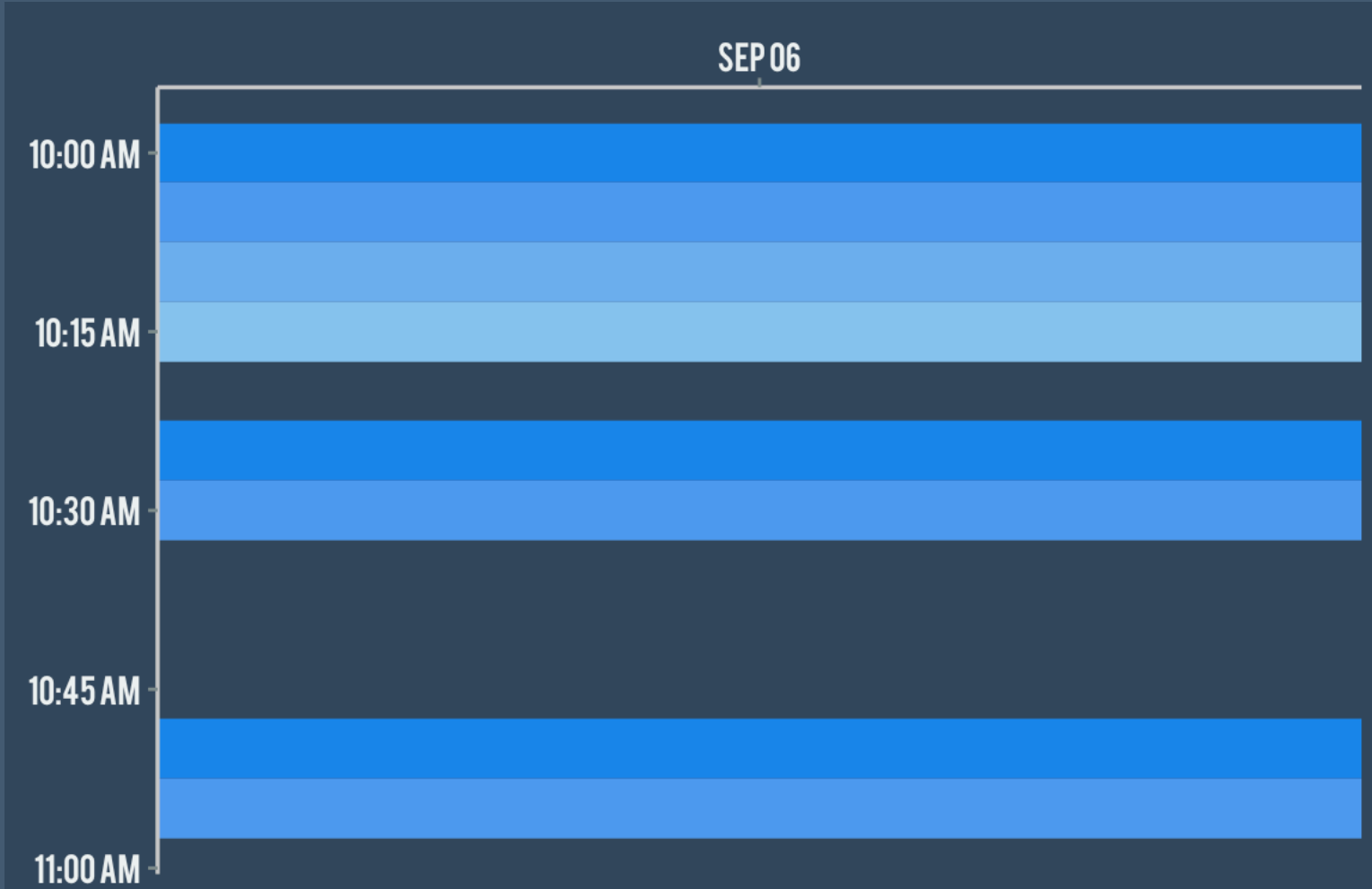
I may spend 5 seconds checking a Slack channel, but it's an indication my focus is broken.

One Week: Email and IM Use



Whoa that's 40 - 60% of my day using Email / IM...

and not much time left for focusing.

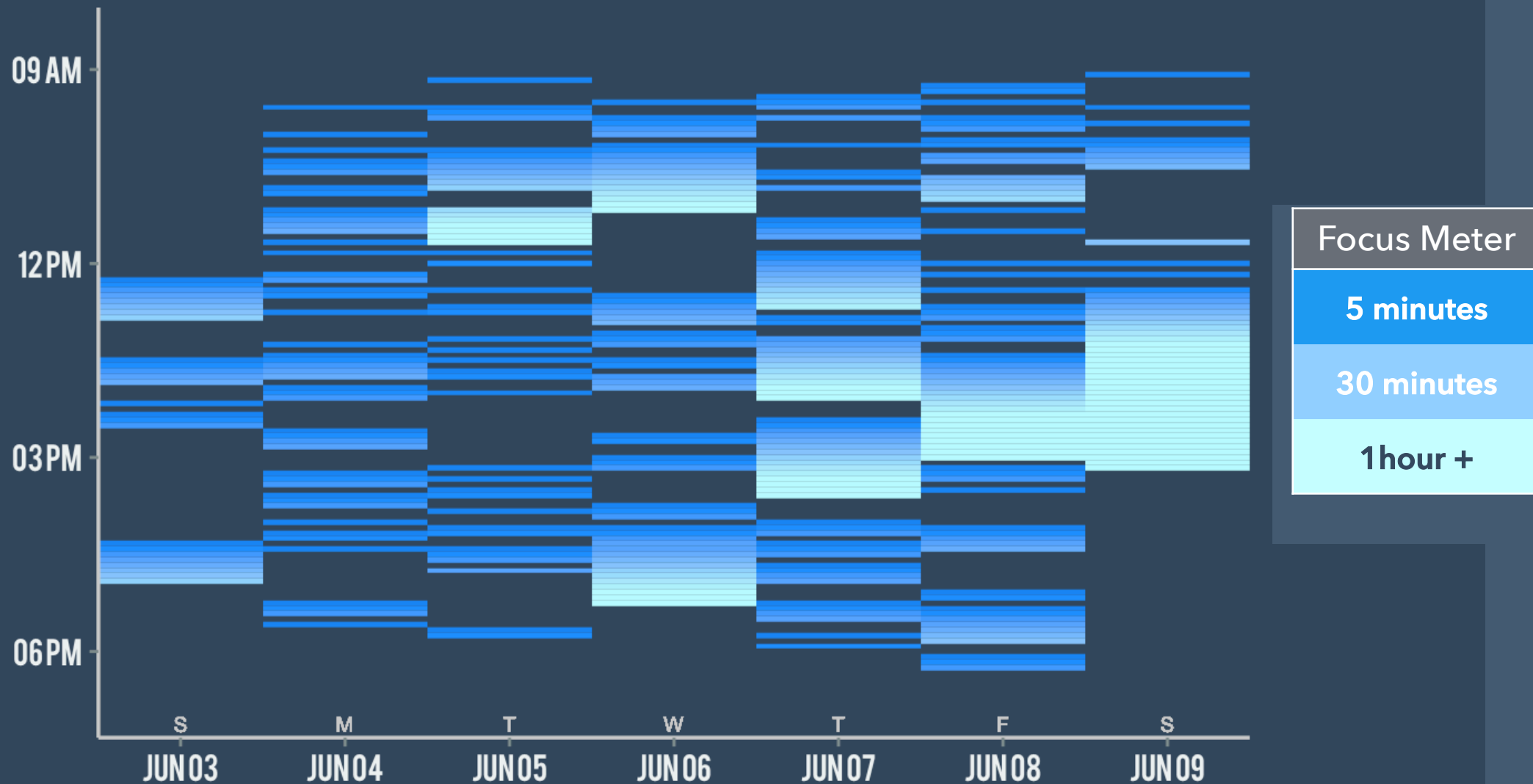


Focus Meter
5 minutes
10 minutes
15 minutes
20 minutes
0
5 minutes
10 minutes
0
0
0
5 minutes
10 minutes

each 5 minute block
without a communication
tool =
+5 minute increment on
my focus meter

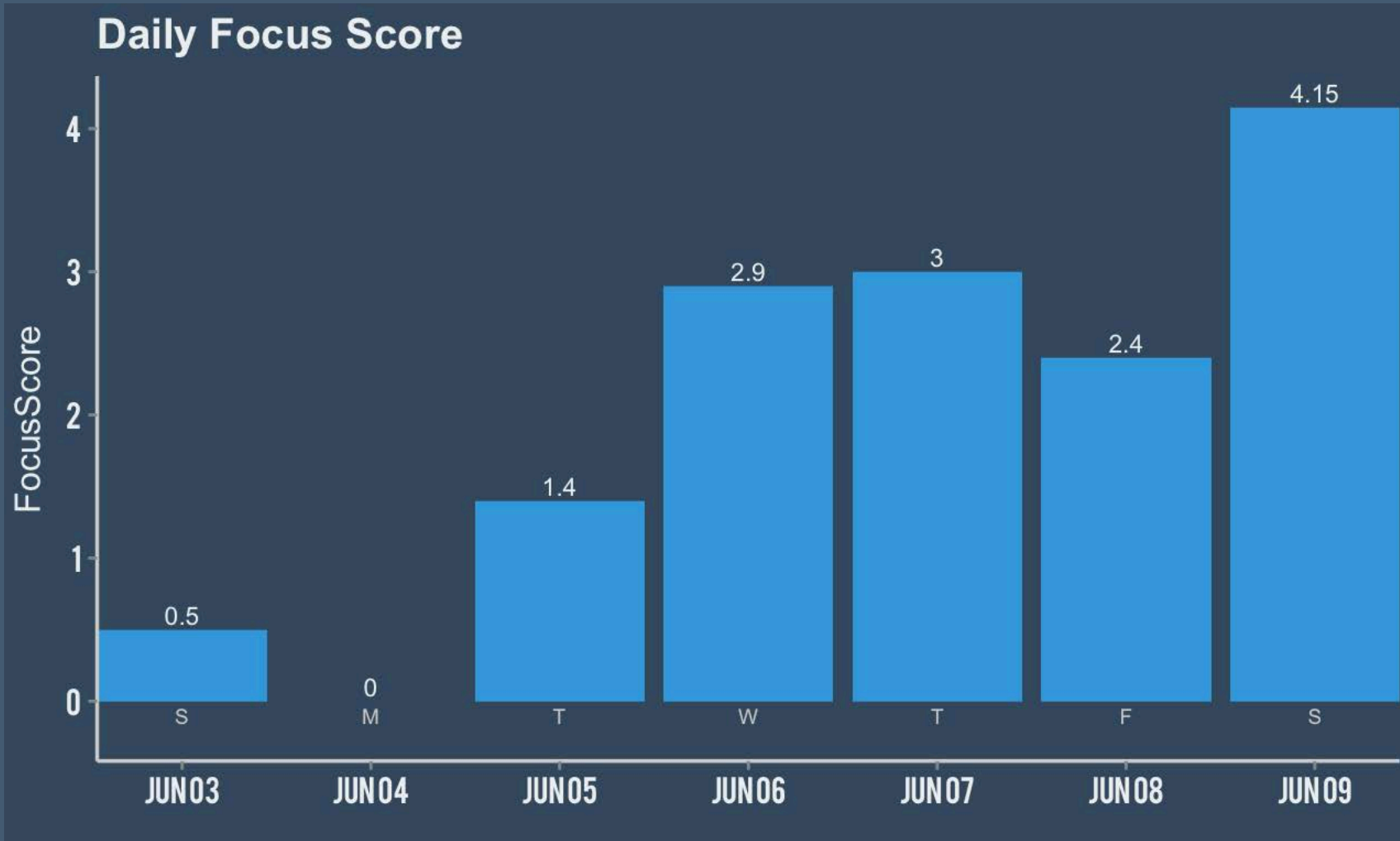
The depth of focus is also needs to be considered;
I'll quantify it with a Focus Meter.

Focus Meter: Without Email and Instant Message Distractions



The Focus Meter reveals I have the skill to focus in-depth some days. :/

Improving focus seems more actionable when its wrapped up into a Focus Score.



Focus Score Point System	
Focus Meter	Points Given
Every 30 minutes	.25 points
Every hour	1 point
Every 5 minutes following 1 hour of focus	.1 points

DISCLAIMER: This is a good week.

Daily Focus Score: Past 2 Months



Focus Score Point System	
Focus Meter	Points Given
Every 30 minutes	.25 points
Every hour	1 point
Every 5 minutes following 1 hour of focus	.05 points

I'm still working on improving my focus.

What I am learning:

- Shallow work is enticing; even business communication tools can be a trap
 - FOMO applies to business IM & Emails too
- I am more self-aware of my focus and the urge to distract myself with more simple “work”
- I can focus when no one is around (weekends, before/after work) so I just need to use it more on work days

Improving my focus score:

- Reduce communication notifications
- Develop a habit of starting deep work sessions in the morning
- Review the prior day’s focus metric to give myself something to improve on

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Acknowledgements

J.P. Myers

Robby Macdonell

References

Deep Work: Rules for Focused Success in a Distracted World

by Cal Newport

Hyperfocus: How to Be More Productive in a World of Distraction

by Chris Bailey

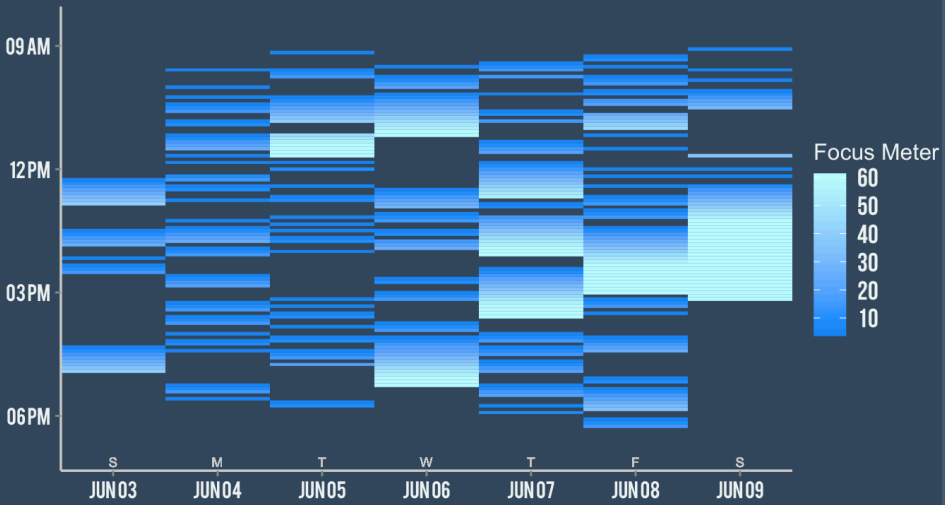
Look for RescueTime at Office Hours today!



APPENDIX



Focus Meter: Without Email and Instant Message Distractions



On Wednesday I focused for 2 power hours, 3 half hours and 15 minutes of bonus time.

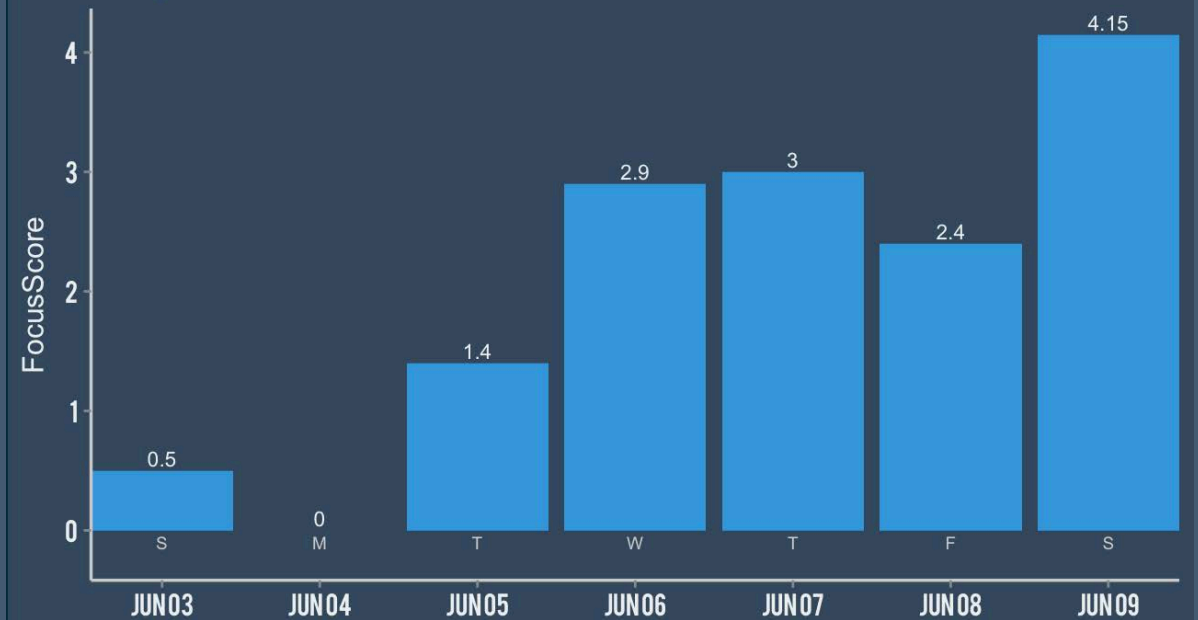
Focus Meter Reach



Focus Meter Reach



Daily Focus Score



On Wednesday I focused for 2 power hours, 3 half hours and 15 minutes of bonus time.

So my score is:

$$(2 * 1) + (3 * .25) + (3 * .05) = 2.9$$

Focus Score Point System

Focus Meter	Points Given
Every 30 minutes (HALF)	.25 points
Every hour (POWER)	1 point
Every 5 minutes following 1 hour of focus (BONUS)	.05 points