🧰 Amazing Managers Quick Guide - Protect Your Focus

📅 BEFORE: Protect the Time

Block the time – Reserve 30–60 minutes when important work needs your full attention.

Choose one priority – Know what you want to accomplish.

Reduce distractions – Silence notifications, close unrelated apps and tabs, and remove other distractions.

Set expectations – Let your team know you're focusing and when you'll be available again.

Try saying: "I'm working on the staffing schedule until 10:00. If it can wait, I'll be available after that."

🛑 DURING: Protect Your Attention

When something interrupts you, ask:**Does this need my attention right now?**

YES → Handle it. Some employee, customer, or operational issues can't wait.

NO → Let it wait. Return to your priority, deal with it when your block ends.

Remember: Being available doesn't have to mean being immediately available.

📧 DON'T LET EMAIL CONTROL YOUR ATTENTION

During focused work, when your role allows:

- Turn off email and chat notifications.
- Let non-urgent messages wait.
- Capture action items in your Trusted Task System.

🔁 WHEN INTERRUPTIONS KEEP REPEATING

Ask: What can I change so my team doesn't need to ask me this every time?

Consider whether you could:

- Clarify expectations or make information easier to find.
- Document routine processes or decisions.
- Give employees appropriate decision-making authority.
- Coach employees to handle the situation themselves.

💡 MANAGER TIP

Repeat interruptions may signal a need for clearer expectations, better information, or more coaching.

QUICK REMINDER

Protect the time → Prevent what you can → Decide what needs you now → Return to your priority