Tracking Work Distractions & Quantifying Focus

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I use RescueTime to track time, R Studio to take it to a new level.
20% of my work day is spent using communication tools.
I may spend 5 seconds checking a Slack channel, but it’s an indication my focus is broken.
Whoa that’s 40 - 60% of my day using Email / IM...

and not much time left for focusing.
The depth of focus is also needed to be considered; I’ll quantify it with a Focus Meter.
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**

<table>
<thead>
<tr>
<th>Focus Meter</th>
<th>Points Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every 30 minutes</td>
<td>.25 points</td>
</tr>
<tr>
<td>Every hour</td>
<td>1 point</td>
</tr>
<tr>
<td>Every 5 minutes following 1 hour of focus</td>
<td>.1 points</td>
</tr>
</tbody>
</table>

DISCLAIMER: This is a good week.
I’m still working on improving my focus.
What I am learning:

• Shallow work is enticing; even business communication tools can be a trap
  o 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

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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!
On Wednesday I focused for 2 power hours, 3 half hours and 15 minutes of bonus time.
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So my score is:

\[(2 \times 1) + (3 \times 0.25) + (3 \times 0.05) = 2.9\]