CONTROL YOUR INTERRUPTABILITY

The Great Switch Off

You don't have a time problem. You have an interruptability problem. Every ping costs you around 23 minutes to reclaim your focus, restart the thinking and rebuild the depth - and it's never quite the same. Start small, with your notifications, and work outward. Tick these off over a week and write down what you changed.

Your devices

- [ ] Turn off every non-essential notification, on every device. If it doesn't need immediate action, it doesn't need to interrupt you. — what I changed
- [ ] Remove badges and pop-ups. Those red dots and pings are designed to pull you in. — what I changed
- [ ] Create check-in windows - set times when you choose to look at email, Teams and messages. — what I changed
- [ ] Go Do Not Disturb when you want to do deep work. — what I changed

Your week and the people around you

- [ ] Block your no-interruption zones in the calendar for the week ahead. — what I changed
- [ ] Decide your response times - intentional, not reactive. — what I changed
- [ ] Change your signals - status set to busy, a sign on the door or desk when you're in focus time. — what I changed
- [ ] Name who can answer or decide before it gets to you, and let them. — what I changed
- [ ] Set your own deep-work rule (mine is Mondays and before 10am) and commit to it like an external appointment. — what I changed

Interruptability is a leadership choice, not a personality trait. You can still be there for people - you just decide when, instead of letting the pings decide for you.

Which notification goes first?