

"I Can't Find Time for Focused Work"

The Situation

My day is full of meetings, emails and requests. I'm constantly busy, but I struggle to find uninterrupted time to think, solve problems or make meaningful progress on important work.

Why this happens

Many of us spend our day in reactive mode, responding to other people's priorities. While this work is important, it can leave little time for the reflective thinking needed for creativity, problem-solving and good decision-making.

Try this

1. Block dedicated focus time in your diary.
2. Start with just 15 minutes of uninterrupted work and build from there.
3. Let colleagues know when you'll be unavailable unless something is urgent.
4. Close your inbox and silence notifications during focus sessions.
5. Set one clear goal before you begin.
6. Treat focused work as an essential part of your job, not a luxury.

What the experts say



"Creative work, problem solving, strategising... has to be done without distraction." Laura Willis

"Let's fight back against this always-on, always-connected world." Lee Cottier



Want to go deeper

- [WATCH: MBC Insights Session: Mastering Email Overwhelm](#) with Lee Cottier, Think Productive
- [WATCH: MBC Digital Wellness at Work: Module 2 Focus at Work](#) with Laura Willis
- [READ: MBC Digital Wellness at Work: Focus at Work PDF](#)

Remember

Focused work doesn't happen by accident. Making space to think is essential for doing your best work.



Any questions? Having trouble logging into the MBC Member resources? Drop us a line info@mindfulbusinesscharter.com