

"I'm Constantly Distracted by Emails and Notifications"

The Situation

My day is a constant stream of emails, Teams messages and notifications. I keep jumping from one task to another, so although I've been busy all day, I don't feel like I've made meaningful progress.

Why this happens

Digital tools are designed to compete for our attention. Constant interruptions make it harder to concentrate, increase mental fatigue and leave us feeling like we're always reacting rather than working with purpose. Every time we switch tasks, it takes time and energy to refocus.

Try this

1. Turn off non-essential notifications and desktop pop-ups.
2. Process emails at set times instead of checking them constantly.
3. Use Focus Time or Do Not Disturb when you need uninterrupted concentration.
4. Open your inbox with purpose, not habit.
5. Batch similar tasks together to reduce unnecessary task-switching.
6. Protect your attention by reducing avoidable interruptions.

What the experts say



"Every interruption has a cost." Laura Willis

"Let's move away from checking email and towards processing email." 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](#)
- [READ: MBC Digital Wellness at Work: Focus at Work PDF](#)

Remember

Your attention is one of your most valuable resources. The more intentionally you protect it, the more productive and less overwhelmed you're likely to feel.



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