



## Invest in Your Wellness with Wellness Works®

Welcome to the UBA Partner Firm exclusive newsletter focusing on your biggest and most personal asset – wellness.

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### Rebuilding Focus in a Distracted Work Environment

Staying focused at work isn't as simple as it used to be.

Constant notifications, shifting priorities, and an ongoing stream of information make attention one of the most strained resources in the workplace. For many employees, the challenge isn't willingness to focus, it's maintaining it.

[Research shows it can take more than 20 minutes to fully regain focus after a single interruption.](#)

Small interruptions, repeated throughout the day, can quietly erode productivity and increase mental fatigue. Over time, this creates a work environment that feels busy, but not always effective. When distractions stack up, sustained concentration becomes harder and work begins to feel more fragmented.

#### Why Focus Matters

Focus is closely tied to both performance and well-being.

When employees can engage deeply with their work, they tend to feel more accomplished, less stressed, and more in control of their day. When focus is constantly disrupted, it can lead to:

- Lower quality of work and increased errors
- Higher stress levels from unfinished tasks
- Decreased job satisfaction
- Mental fatigue and decision overload
- Longer work hours to compensate for lost time

Work today is designed for responsiveness. Messages, emails, meetings, and alerts all compete for attention, often without clear boundaries. Hybrid work environments can add another layer, where employees juggle both digital and in-person interruptions.

In many cases, employees aren't lacking discipline; they're operating in systems that make sustained focus difficult. Over time, the brain adapts to shorter attention cycles, making it even harder to return to deeper work.

## Signs Focus May Be Breaking Down

The signs are often subtle:

- Employees frequently switch between tasks
- Projects take longer to complete than expected
- Workdays feel full, but progress feels limited
- Employees increase multitasking
- Difficulty concentrating even during quiet periods

Lack of focus doesn't indicate disengagement. Employees want to do their best work but are pulled in many directions by competing priorities.

## How HR Can Help Rebuild Focus

Improving focus doesn't require overhauling workflows. It starts with creating space for attention to settle.

### Encourage structured work blocks.

Dedicated time for uninterrupted work helps employees engage more deeply with tasks.

### Clarify priorities.

When everything feels urgent, focus becomes diluted. Clear direction helps employees concentrate on what matters most.

### Reduce unnecessary interruptions.

Reevaluating notification settings, communication channels, and meeting frequency can ease cognitive load.

## What You Can Expect

At first, carving out uninterrupted time may seem difficult. With practice, though, employees often experience improved clarity, reduced stress, and a stronger sense of progress in their work. Focus becomes less about effort and more about environment.

## Getting Started

Start small. Identify one part of the day where interruptions can be reduced, even briefly. Protect that time and build from there.

The goal isn't to eliminate distractions entirely. It's to create a work environment where focus is possible, sustainable, and supported—so employees can do their best work without feeling constantly pulled in multiple directions.

## Book Review | Regaining Control When Life Feels Unstructured

Modern work and personal demands rarely arrive in a neat, predictable flow. Competing priorities, constant interruptions, and shifting expectations can make it difficult to stay focused on what matters most. [\*Focus Mode: A Practical System for Self-Discipline When Life Gets Complicated\*](#) addresses this challenge by offering a structured yet flexible approach to maintaining clarity and follow-through amid complexity.

Rather than framing discipline as rigid or restrictive, the book presents it as a system that can adapt to changing circumstances. It acknowledges that productivity often breaks down not because of a lack of motivation, but because of unclear priorities and competing demands. Through a combination of mindset shifts and practical tools, the author outlines how to create consistency without requiring perfect conditions.

### Book Highlights

The book introduces a system built around simplifying decision-making and reducing friction in daily routines. Instead of relying on bursts of motivation, it emphasizes building repeatable structures that support focus, even during unpredictable periods.

Content is organized into sections that explore themes such as clarity, consistency, and recovery from distraction. Each section breaks down common obstacles to discipline, such as overcommitment or mental fatigue, and pairs them with actionable strategies.

Key ideas are presented in a straightforward, accessible format, often supported by short frameworks or prompts that can be applied immediately. Examples include:

- Defining a small number of daily “non-negotiables” to anchor focus
- Creating boundaries around time and attention to reduce cognitive overload
- Using structured resets to regain momentum after disruptions

Throughout the book, the tone remains practical and realistic. It recognizes that lapses in focus are inevitable and positions them as part of the process rather than failures.

### A Key Takeaway

One of the central messages is that discipline becomes more sustainable when it is system-driven rather than emotion-driven. By establishing simple, repeatable practices, such as setting clear priorities at the start of the day or limiting task switching, individuals can reduce reliance on willpower alone.

The book encourages readers to focus less on doing more and concentrate on doing what matters with intention. Even small adjustments to managing time and attention can lead to greater consistency and reduced stress over time. As complexity continues to shape both work and daily life, having a practical system in place can help individuals stay aligned with their goals without becoming overwhelmed.

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