LORETTA RODRIGUEZ, CDFA, IS...

OFFICE GIRL!

CHAPTER TWO: F-O-C-U-S



"If only I could focus for an hour, maybe two!" Has anyone had this thought recently? If you've had this thought AND utilize MS Teams, I might be able to help. There is an app that exists to help you better manage 'Focus Time'. Go to the Apps section of Teams and search for Viva Insights. The app will provide you with an opportunity to book focus time daily in 1-hour, 2-hour, or 4-hour increments.

Choose the option you most likely have availability for in your calendar. For example, if you have a constant array of meetings scattered in your calendar, choose the 1-hour option and the app will find 1-hour windows each day and block them off for you. You can choose to mute notifications during this time (no annoying pop-ups), select a preference for morning or afternoon focus time, and even protect your lunch hour if that is sacred. Enter your working hours and select what days of the week you want the app to protect time.

Need some emotional awareness? The app can help you reflect on your feelings for the day and privately track your reflection history. Another benefit is the 'Virtual Commute' which reminds you to begin wrapping up your day at your preferred time and shows you the next day's schedule to help you wind down and better prepare you for tomorrow. Bottom line: Stop managing your time and start managing your focus.

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