



Government Health & Safety Lead

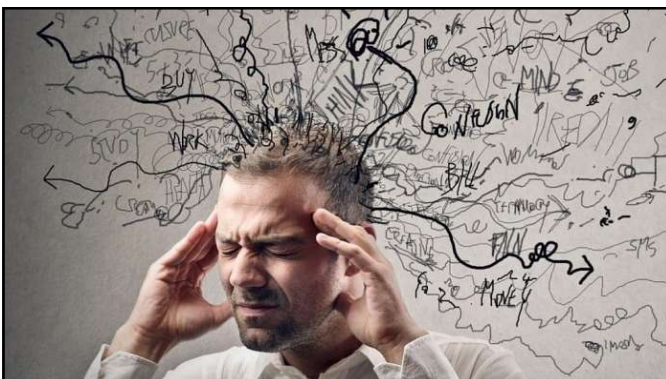




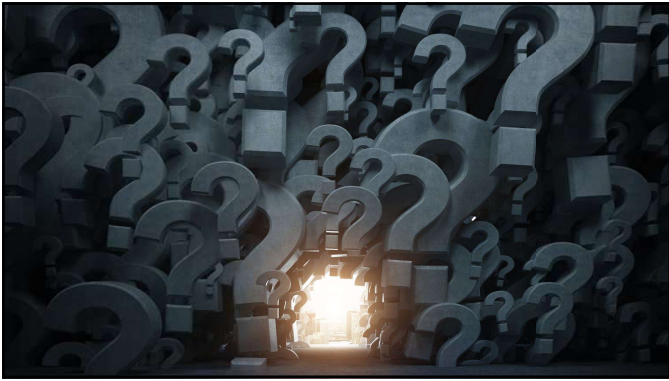
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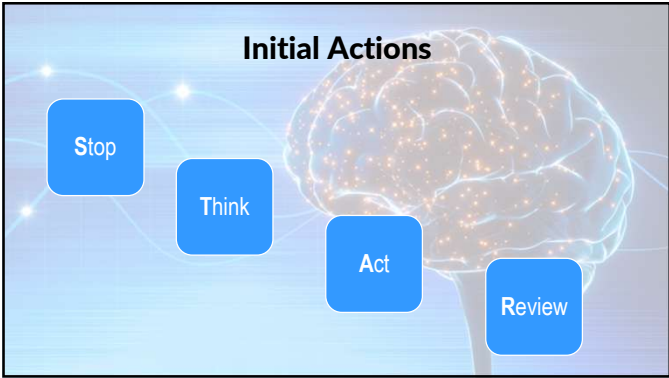
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Common Disruption Activities

1. Multitasking – slow is smooth, smooth is fast
2. Procrastination – make a start, return more
3. Stick with your values– provide a sense of purpose




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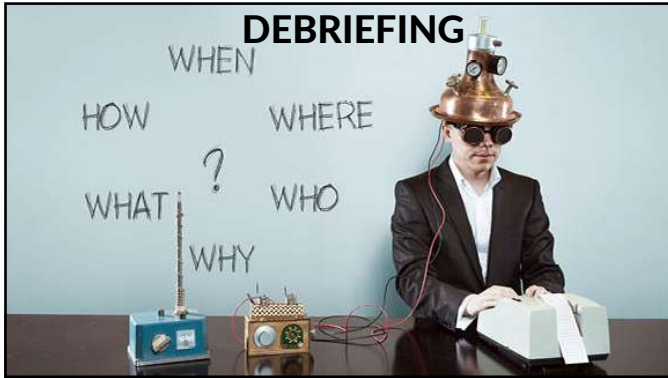
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Improve Your Attention Span

1. Take regular breaks – 25mns on; 5mns off
2. No distractions – turn off all notifications
3. Stay organised – have a list of tasks & goals
4. Single task – do one thing, then the next thing



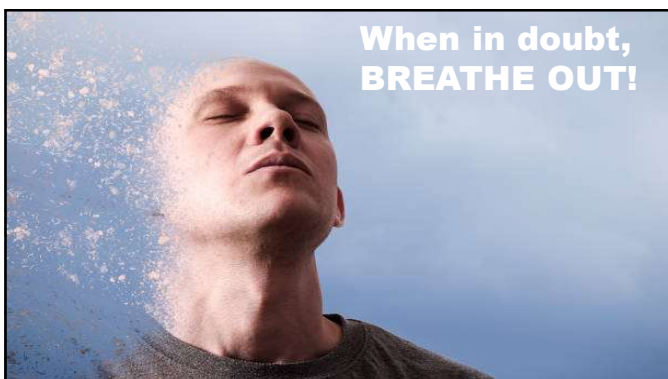
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