

Workplace Distraction Awareness

Building Focus, Safety, and Productivity

Why Distraction Awareness Matters

- Productivity loss from frequent interruptions.
- Errors increase when focus breaks.
- Safety risks rise in environments with equipment or patrons.
- Constant task-switching increases stress and fatigue.

Common Workplace Distractions

- Digital: emails, messages, phone alerts.
- Environmental: conversations, noise, movement.
- Task overload: multitasking, unclear priorities.
- Personal: texts, calls, non-work browsing.

Strategies to Minimize Distractions

For Employees

- Use focused work blocks and silence notifications.
- Organize your workspace.
- Communicate boundaries for focus time.
- Check messages at set intervals.
- Take regular breaks.

For Supervisors & Teams

- Set clear priorities.
- Model distraction-aware behavior.
- Create quiet or focus-friendly spaces.
- Establish communication norms.

Recognizing When Distractions Become a Risk

- Difficulty finishing tasks.
- Feeling overwhelmed or fatigued.
- Increased mistakes.
- Excessive multitasking.
- Near-misses or lapses in safety.

Staying Accountable

A distraction-free workplace supports safety, productivity, and well-being.

Real-World Park District Distraction Scenarios

Maintenance & Grounds Crew

- Using mowers or blowers while checking a text.
- Repairing playground equipment while distracted.
- Walking while reviewing a work order on a phone.
- Operating utility vehicles while distracted.

Recreation Staff & Frontline Roles

- Checking personal messages at the front desk.
- Prepping supplies while texting during programs.
- Distractions during class check-in.

Parks & Facilities Staff

- Wearing earbuds while cleaning, missing hazards.
- Taking calls during event setup.
- Multitasking while monitoring rentals.

Custodial & Building Operations

- Using equipment such as scrubbers while checking notifications.
- Restocking supplies while distracted.
- Carrying items while looking away from pathways.

Forestry, Trails, and Natural Areas

- Chainsaw/equipment operators distracted by conversations.
- Trail workers distracted and misusing tools.
- Rangers/naturalists distracted, missing safety issues.

Administrative & Office Settings

- Multitasking during scheduling or registration.
- Constant interruptions reducing accuracy.
- Rushing and submitting incomplete reports.