

# We'll reduce distractions together!



We'll use this as a basis for marking and modifying the ground rules for brain work that are suitable for our workplace.



## Sounds and noise

- We'll mute sounds and alerts on our phones, devices and computer applications.
- We'll keep our voices low and keep our discussions short.
- We'll think about where and how we start conversations, whether we can move into the corridor or a meeting room.
- We'll move about in shared spaces quietly and without distracting others.



## Working together

- We'll move to a conference room to have a meeting or to do groupwork.
- We won't shout out in shared spaces; we'll go and ask a question or give advice quietly.
- When a colleague is dealing with a customer, we'll keep our voices low and move further away if necessary.
- We'll take care of private business somewhere away from our workstations.



## Concentration

- We'll keep our phones silent or use headphones.
- We'll use noise-cancelling headphones or cancel out speech noise by listening to instrumental music.
- When needed, we'll work remotely or withdraw to quiet workspaces for tasks that require concentration.



## Workspace

- We'll use quiet workspaces when we want to concentrate in peace. We'll also schedule time for this in our diaries.
- We'll discuss the use of workspaces and mark those in which we can talk and which must be quiet.
- We'll discuss the way in which workstations are placed and where additional visual barriers are needed, for example.
- We'll bring workspace-related problems to the attention of those responsible for the workspaces.



## Our rules: