Schedule focus time

- 1) Go to the O365 tool "My analytics"
- 2) Click on "Focus"

	datacolor	MyAnalytics
۰ ۵	forme	MyAnalytics is becoming part of Microsoft Viva. Go to the Microsoft Viva Insights home page.
Q F	ocus	1.6
ی در	Velbeing	
3 4 N	letwork	Welcome to MyAnalytics, Elise Van Stappen.
	ollaboration	Discover your habits. Work smarter. Watch video
		Your work patterns the last 4 weeks Launch tour
		 Focus ⁽³⁾ Do you have enough uninterrupted time to get your work done? Multiable to focus De the time time you typically have leftware to focus an portraits undired of mentiogy, email, what and calk. Multiable to focus Determine the time time you typically have leftware to focus an portraits undired of mentiogy, email, what and calk.
R. C.	nig Settings	Network © Do you proactively manage your network? Could your time working with others be more productive?

3) Go to "**plan configuration**" to indicate your working hours, time zone and decide on your focus plan. The tool itself will schedule focus time in your Outlook calendar based on your preferences and taking into account your scheduled meetings.

Focus	Focus Your focus plan Track your progress and plan ahead. Learn more		
	Plan the next 2 weeks Focus time booked 2 of 10 days	This week	Last week
	Needs focus time 4 of 10 days Focus time available but not booked	Book now	1 of 3 days Focus time booked
	Needs review 2 of 10 days Meeting conflicts or no focus time available	Review	
	Weekends, past days, and days marked as "Out of office" on your calendar	Is this helpful? 👌 🖓	

4) During your scheduled focus time, your status in Teams will be **"Focusing"**. It shows your colleagues you have planned focus time and they can evaluate to contact you for non-urgent matters until your focus time is over.



5) Discuss this with your line manager and team members when and how many days you would like to schedule focus time .