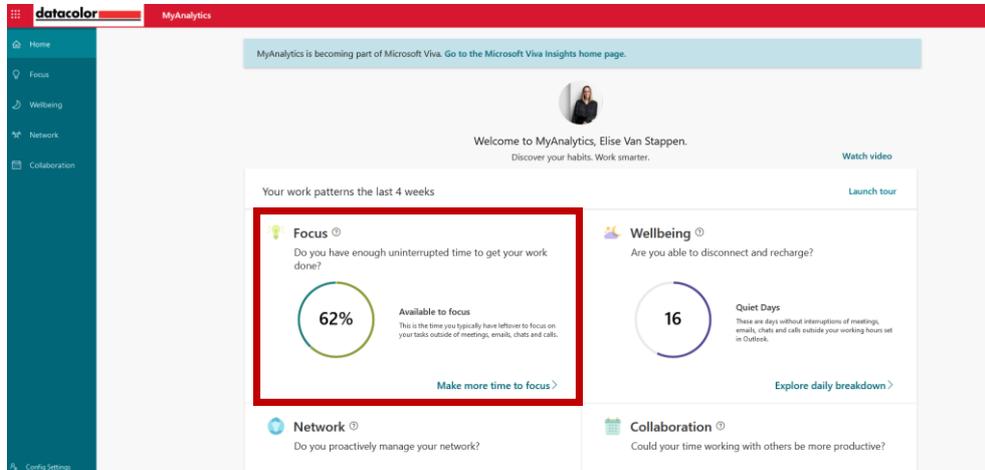
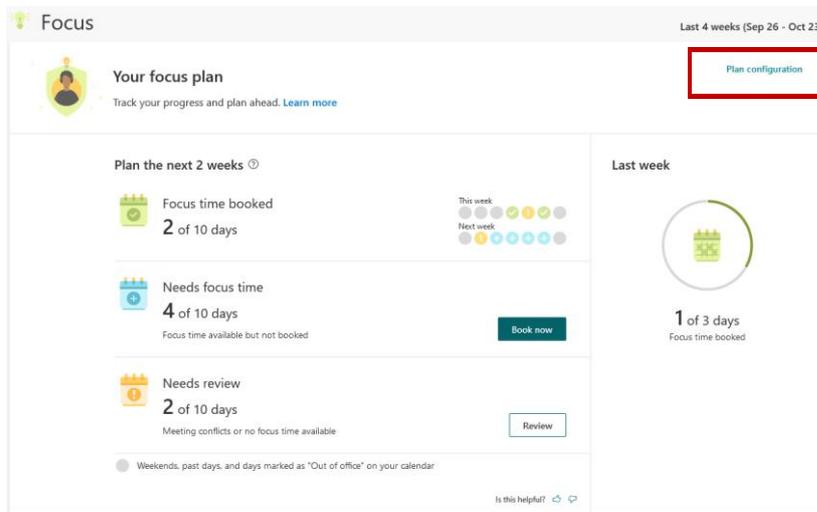


## Schedule focus time

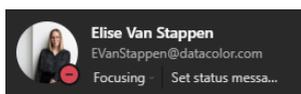
- 1) Go to the O365 tool “My analytics”
- 2) Click on “Focus”



- 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.



- 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 .