**DISTRACTION TOOL**

Purpose: Distractions are inevitable in work and life. However, they can be a serious safety and production concern. The goal of this tool is to identify task distractions and reduce them. By reducing the number of task distractions an employee experiences, both safety and production should improve.

Instructions: Whenever possible, this tool should be used by an observer watching an employee perform a specific task. When this is not possible, the employee performing the task can complete the form themselves, although this may not be as accurate because the tool itself may then become a distraction.

At the top, team members, a start date, and projected finish date for the task intervention should be identified. After this, there are two columns to compare the original task process and the revised task process.

On the original task process side, a thorough description of the task should be written, along with the primary reason(s) for conducting the intervention (i.e. an injury occurred at this task or this particular task is proving to be a bottleneck in the entire process). Below this is a list of 11 distraction points. While witnessing the employee perform the task, the observer should check off each distraction point that is made. At the bottom of this section is a place to score total distractions and the current production time of this task.

On the right side of the document is the revised task process. This side should be completed after revisions to the current task have been made and documented to reduce the number of current distractions. Once again, the observer should witness the employee perform the same task, but this time revised to minimize distractions. Each distraction that occurs should be checked off, just as before. Finally, the total distractions and production time should be documented.

At the bottom of the page is a simple area to document improvements to the process. From this intervention and raising awareness of all distractions the employee experiences, the number of distractions and production time should be reduced from the original.