



"QUIET WORKS" FACT SHEET

1. Growing Problem of Workplace Distraction

Office workers are interrupted every 11 minutes, on average, and it takes about 23 minutes to refocus after each interruption. (Source: University of California, Irvine)

- 70% of employees report feeling distracted at work, with 16% admitting they are almost always distracted. (Source: Udemy, 2018 Workplace Distraction Report)
- Workers spend 28% of their workday managing distractions and trying to recover from interruptions. (Source: RescueTime)

2. Cost of Over-Collaboration

- 80% of employees' time is spent on collaborative activities, including meetings, emails, and responding to requests, leaving little time for deep work. (Source: Harvard Business Review)
- 45% of workers say collaboration tools like email and instant messaging hinder productivity rather than help. (Source: Asana's Anatomy of Work Report)
- The average knowledge worker attends 62 meetings per month, stealing valuable time and energy. (Source: Atlassian)

3. Too Much Information (TMI) is Real

- The average person is exposed to 74 gigabytes of information daily, enough to overload a laptop within a week. (Source: University of California, San Diego)
- 94% of workers feel overwhelmed by the volume of data and information they receive every day. (Source: The Information Overload Research Group)
- 69% of employees feel like they spend most of their time just "sorting through information" rather than using it. (Source: McKinsey Global Institute)

4. Impact of Multitasking is Undeniable

- Multitasking can lower productivity by as much as 40% and significantly increase stress levels. (Source: American Psychological Association)
- Studies show that multitasking can cause a temporary 10-point drop in IQ, which is like losing a night of sleep. (Source: University of London)

5. Compelling Case for More Focused Work

- People who work in a quiet environment with fewer distractions are 50% more productive than those in a noisy, high-stimulation space. (Source: Steelcase Research)
- According to a Microsoft study, workers who block off uninterrupted time for deep work are 37% more likely to meet their performance goals. (Source: Microsoft Research)
- 63% of workers say they need more quiet time to focus on their tasks, but only 30% feel their workplace offers enough quiet space. (Source: Gensler U.S. Workplace Survey)

6. Emotional Toll of Constant Distractions is Rising

- Chronic workplace distractions can lead to burnout, with 67% of professionals reporting feelings of burnout due to the high demands of always being connected. (Source: Gallup)
- Focus fatigue can set in when employees are forced to switch between tasks or handle constant interruptions, reducing their ability to concentrate for long periods. (Source: Journal of Applied Psychology)

Key Takeaways for the Need for Quiet Work

- Quiet workspaces and policies promoting focus are essential for improving productivity and mental well-being in the workplace.
- Organizations that prioritize reducing distractions can see significant gains in both efficiency and employee satisfaction.
- Mindful communication and limiting unnecessary collaboration can free up time for deep, impactful work.

By understanding and applying these research insights, readers of *"Quiet Works"* will be better equipped to create environments and habits that foster concentration, productivity, and clarity in a world full of noise.