



# Safety Talk



October 2020

## Mind on Task - Focus

Let's face it, focusing on work can be difficult sometimes. With everything going on in our lives these days, it's not hard to get distracted by many different things while at work. These could include anything from stress and illness to upcoming vacations and holidays to co-workers. The list is endless. Everyone faces these challenges at some point in their career. The question is how can we remain focused on the task at hand and avoid a serious injury or accident from happening when this does happen?

### Tips for Staying Focused at Work

- Set clear goals
- Take short breaks
- Avoid distractions
- Drink plenty of water
- Eat healthy
- Get adequate sleep
- Stay organized
- Prioritize tasks
- Set deadlines
- Avoid tunnel vision
- Keep a clean workplace
- Proper ergonomics



### Four-Second Reset

Try taking the four-second "reset". Take four seconds before starting a new task. This act of refocusing has been shown to reduce the probability of an injury by more than 90% versus not taking the four seconds. You may have done the task you are about to perform thousands of times before. In your mind, you know that you could do it with your eyes closed. It is usually not the task itself but some small thing you did not anticipate that causes the incident.



<http://safetytoolboxtopics.com/General/four-secnds-to-safety.html>

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