



Invest in Your Wellness with Wellness Works®

Welcome to the UBA Partner Firm exclusive newsletter focusing on your biggest and most personal asset – wellness.

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Managing Context Switching

Multitasking feels efficient—but your brain knows better.

Constant pings, last-minute meetings, and sudden shifts in priorities have one thing in common: they all demand your attention—right now. This mental juggling act is known as [context switching](#), and it doesn't just slow you down; it also impacts your productivity. It drains your brainpower.

[A University of California Irvine study found it takes 23 minutes and 15 seconds to refocus after an interruption.](#)

When Focus Fades Without Warning

Context switching doesn't always announce itself. It creeps in quietly:

- Re-reading the same paragraph for the third time
- Forgetting why you opened a tab
- Ending the day with your to-do list barely touched

If your brain feels foggy and your progress feels slow, every switch, glancing at email mid-task, toggling between spreadsheets, or jumping from project to project costs your brain energy. Each shift resets your attention, forcing your mind to recalibrate over and over again.

It's not a lack of effort, it's cognitive overload. And it's a signal to reset how you work.



Regain Control

You don't need to overhaul your entire day. Start small and stay consistent.

1. Block time for deep focus.

Pick the quietest part of your day and protect it. No meetings. No inbox. Just one high-focus task.

2. Batch the small stuff.

Group similar tasks—emails, data entry, routine check-ins—so your brain stays in the same mode longer.

3. Use physical and digital cues.

Headphones, status updates, and even a visual signal at your desk can reinforce your focus time to others and yourself.

4. Mute what can wait.

Silence nonessential notifications for 30 to 60 minutes. Most interruptions aren't urgent, they're just noisy.

5. Apply the five-minute rule.

Can't get started? Just commit to five minutes. Action builds momentum.

Start Small to Reclaim Your Focus

In always-on workplaces, uninterrupted time can feel like a luxury. But even one small shift can reset the rhythm of your day for clearer thinking, smoother momentum, and less mental drain. Start with:

- 30 minutes of silence
- One meeting-free hour
- A lunch break without your inbox

Focus doesn't need perfect conditions—just a bit of breathing room.



Works® Book Review | Deep Work: Rules for Focused Success in a Distracted World

In a world that constantly competes for your attention, it's easy to feel busy but rarely feel productive. [*Deep Work: Rules for Focused Success in a Distracted World*](#) by Cal Newport introduces a concept that challenges the pace and patterns of modern work: the ability to focus without distraction on something important. It's not about doing more—it's about doing what matters with your full attention.

Highlights

Key Concepts

Deep work isn't just a productivity tactic—it's a skill. And like any skill, it can be built, practiced, and protected.

Newport defines deep work as sustained, focused effort on tasks that demand your full cognitive ability. It's the opposite of reactive work—emails, chats, status updates—that leave you mentally scattered. Without deep work, even our busiest days can feel hollow. With it, we gain clarity, progress, and a sense of real accomplishment.

The core message is simple but powerful: distraction is easy, but depth is valuable. And as our world becomes more connected, our ability to work deeply becomes more challenging—and more essential.

Practical Applications

Newport offers four principles to help make deep work part of your routine.

Work deeply. Protect time in your day for uninterrupted focus. Create rituals that help you settle into that space—whether it's a quiet location, a set time, or a “shutdown” ritual at the end.

Embrace boredom. Resist the urge to fill every pause with a scroll or a swipe. Discomfort with silence is one of the most significant barriers to focus.

Quit social media. Not necessarily all of it—but be brutally honest about what adds value to your life and what drains your attention.

Drain the shallows. Reduce time spent on low-impact tasks. Batch them, delegate them, or eliminate them.

This isn't about perfection. It's about intention. Newport's advice is direct, flexible, and designed to help you shape your workday—not be ruled by it.

Impact

The shift to deep work is subtle but significant. It changes how you approach time, how you define progress, and how you feel at the end of the day. Instead of rushing through dozens of shallow tasks, deep work invites you to finish fewer things—but finish them well.



It also permits you to step back from the noise. To protect your energy. To invest in work that feels worth doing. For knowledge workers, creatives, leaders, and anyone juggling complexity, the result is more than efficiency—it's craftsmanship.

The Final Word

Deep Work is a reminder that the most meaningful work doesn't happen in a blur of activity—it happens when we slow down and go deep. If your days feel reactive, scattered, or hollow, this book offers more than advice. It provides a new way to work: focused, grounded, and deeply satisfying.

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