



WELLNESS TIPS

# MUSIC & THE WORKPLACE



## TIPS FOR LISTENING DURING THE WORK DAY

### When to Turn it Up

- Performing a relatively repetitive task? Maybe its something that you're already quite good at, or perform often. If that's the case, then music can help you get through the monotonous asks in your day. Try something instrumental without lyrics, as this will make the brain work faster and increase mental performance
- Is your work environment quite noisy? Even if you think you're tuning everyone out, your brain may still be focusing on multiple noises and multi tasking. Having one constant sound will help you focus your brain on the task at hand. In this case, try something slow and steady like acoustic or coffee house style music to drown out distractions.
- Need a burst of inspiration? Listening to music can inspire the creative side of your brain to work more efficiently. Ambient noise encourages the mind to begin thinking in abstract ways, but make sure the music isn't too loud as it may distract the brain from creative process.

### When to Turn it Off

- If you are learning a new task or developing a new skill, music may cause your performance to suffer. Though music can help focus the brain, it does still require the brain to process, meaning that your full attention will not be on the new task at hand.
- Are you working in an open office, or are there others working on tasks near you? Though music may help you get through your workload, others may find it distracting from their tasks at hand. If you are in a new environment or with new co-workers, be sure to keep your music low or have headphones handy until you have a better idea of how it effects the group as a whole.
- If choosing to wear headphones, keep in mind that it may make you seem unapproachable to others. Be wary of your surroundings, and turn off the tunes when you are approached by a co-worker or manager, in a meeting, or collaborating with a group.

*Music can provide many different things to employees during the work day. Whether it be some company for those working from home, a distraction from a monotonous task, or a quick break from the stress of our roles, music is there to provide a comfort and increase productivity. But even if music can help us get through some tasks, it may negatively affect other areas or performance that we may not realize. Here are some tips to help you identify when to turn it up or turn it off during your work day.*