



INTERRUPTIONS AND DISTRACTIONS

Interruptions: External diversions that keep us from doing our best work.

Who or what is most likely to interrupt me?
(Be specific)

(Bosses, Coworkers, Clients, Family, Children, Pets...)

What boundaries do I need to establish, express, and maintain?

Distractions: Internal diversions that we allow ourselves.

What are my most common distractions?
(Be specific)

(Email, social media, cleaning, eating, socializing)

What tools or techniques can I employ to reduce or eliminate them?