

August

Controlling Office Interruptions

Office interruptions are distracting and disruptive. Boost your productivity by focusing on what's important – and learning how to curb interruptions.

~ Schedule Visiting Hours/Check-in Meetings

Set aside a few hours per day as “visiting hours” which will discourage people from dropping in. Schedule regular check-in times for updates from people you must talk to often; and ask them to save up their questions so they can cover several points at once.

~ Office Layout

The layout of your office may be something you cannot rearrange but adding a visual/noise buffer can minimize the interruptions.

~ Closed-door work sessions

Put a sign on your door (or on the outside wall of your cubicle) that your aren't to be interrupted unless it's an emergency.

~ Analyze what causes the interruptions

Look for patterns in the interruptions – log your interruptions for a week. Note who, when, the reason, and how long. Prevent the unnecessary interruptions by planning and communicating better.

~ Communicate clearly

Clearly state what is needed and empower those you delegate so they can decide some things on their own.

