

Interruptions Have You Sidetracked?



It happens to everyone in business: you feel like a squirrel reacting to the latest interruption keeping you and your employees off their game.

If you're reacting to the latest interruption or hear complaints from your employees on how they are interrupted by too much office chit chat, then I have a quick tip that works like a charm.

Each day, have everyone on your team outline the 1-3 priorities they need to complete and post it on their door or cube. When posting, beware not to breach anything of a confidential nature. As your employees visit someone's work area, the priority list serves as a gentle reminder to the team member to think twice before interrupting.

This simple reminder increases productivity and employee satisfaction. Employees remain focused because they are able to complete their priorities. It also curbs cube chit chat and reminds people to think if their interruption is related to the priority before interrupting.