

Handling Interruptions

Tick the columns and then declare your top choice of all:

	Yes	Maybe	No
Sign on top of PC screen saying "Busy"			
Suggest a time when you are free			
Set a time limit at the start			
Face away from corridors			
Make your working area unwelcoming			
Stand up			
Be assertive – tell them about their habit			
Daily routine of when you are available			
Red and black list for phone screening			
Rota where you share the time			
Green / red notice for the day			
Anyway at start			
Anyway to end			
Daily or weekly meeting			
Why?			
Hide			