



INTERRUPTIONS AND DISTRACTIONS

Interruptions

**Who or what is most likely to interrupt me?
(Be specific)**
(bosses, co-workers, clients, family, children, pets...)

What approach should I use to set boundaries and help everyone stick to them?
(pages 217–219)

Distractions

**What are my most common distractions?
(Be specific)**
(email, social media, cleaning, eating, socializing)

What tools or techniques could I employ to reduce or eliminate their effects?
(pages 220–223)
