Say NO to INTERRUPTIONS!





The Filter Question: What color is this interruption?

RED

STOP - Take care of this interruption right now!

GREEN

GO - Reschedule for later today! GO back to what you are doing as quickly as possible.

YELLOW

CAUTION - Reschedule for tomorrow or later in the week! Focus on what you are doing.

GRAY

NO - Just say NO to gray interruptions! You know what and who they are.

INTERRUPTION SCORECARD

How many interruptions do you experience each day? Track all self-imposed and team-imposed interruptions with this scorecard and rate them according to color.

RED - Take care of right NOW
GREEN - Reschedule for later today
YELLOW - Reschedule for tomorrow or other day in the future
GRAY - Just say NO, this is a "time robber"



INTERRUPTION	RED	GREEN	YELLOW	GRAY	DURATION
TOTALS - (add up totals in each column)					