

# Tip 2 – Organize Interruptions into Groups





- **Countless interruptions by the assistant, family members, or phone calls**
- **You end up losing valuable time and ideas**

- **Keep a list of questions or concerns to bring to you at an assigned time of the day**



# Staying Free of Non-urgent Inquiries throughout the Day

## Work Time



## Free Time





- **Sacrificing time that should be dedicated to staying productive about business**

# Keeping your Frame of Mind Relevant to Work

- Easy to get completely distracted



# Keeping your Frame of Mind Relevant to Work



- Keeping your brain centered on business-related material will help you solve issues more effectively

# Improving the Attention you give to Those Around you



- **When someone interrupts you during your workflow, your attention is divided**





● Undivided attention serves you to focus on one thing at a time

# In Summary

## ● Tip 2 – Organize Interruptions into Groups

1. Staying Free of Non-urgent Inquiries throughout the Day
2. Keeping your Frame of Mind Relevant to Work
3. Improving the Attention you give to Those Around you