Tip 2 - Organize Interruptions into Groups





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



Staying Free of Non-urgent Inquiries throughout the Day

Work Time



Free Time





Sacrificing time that should be dedicated to staying productive about business

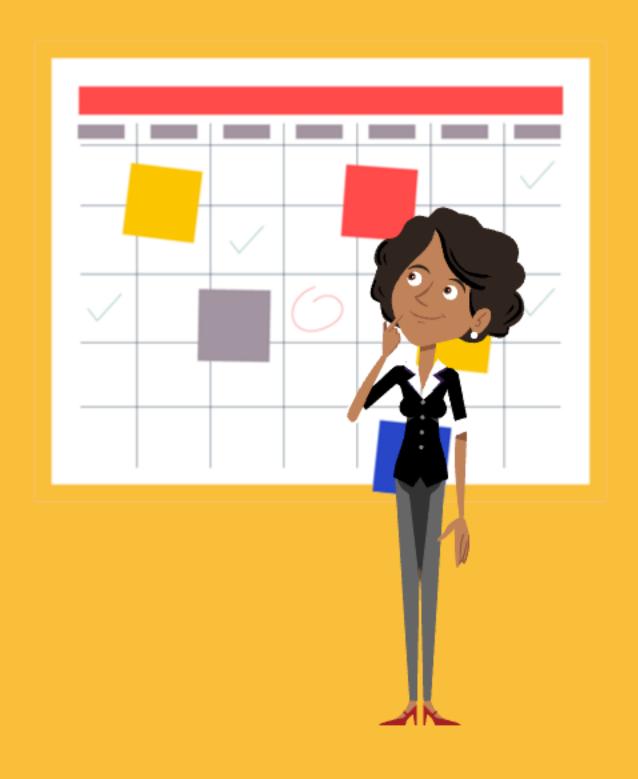
Keeping your Frame of Mind Relevant to Work



Easy to get completely distracted



Keeping your Frame of Mind Relevant to Work

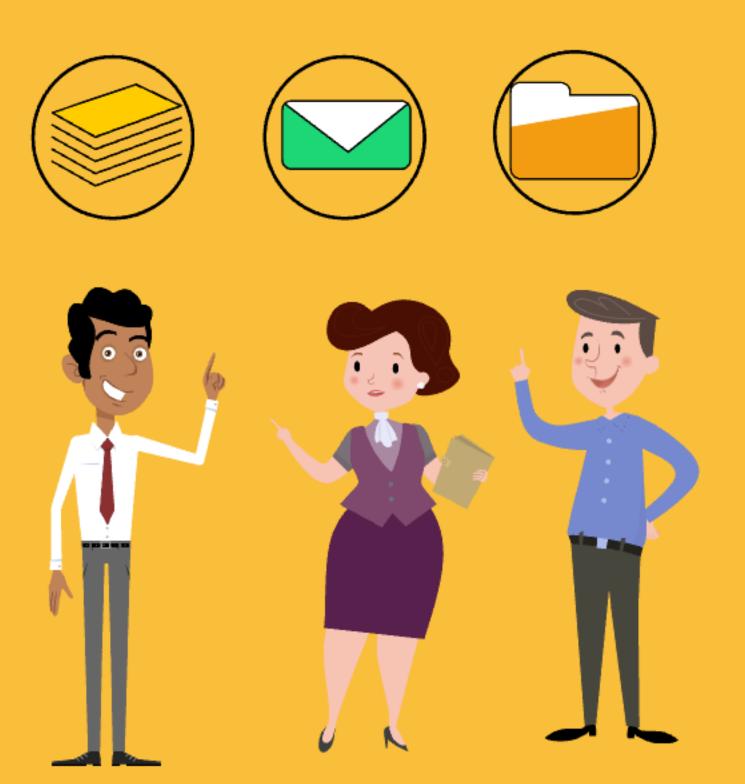


 Keeping your brain centered on business-related material will help you solve issues more effectively

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