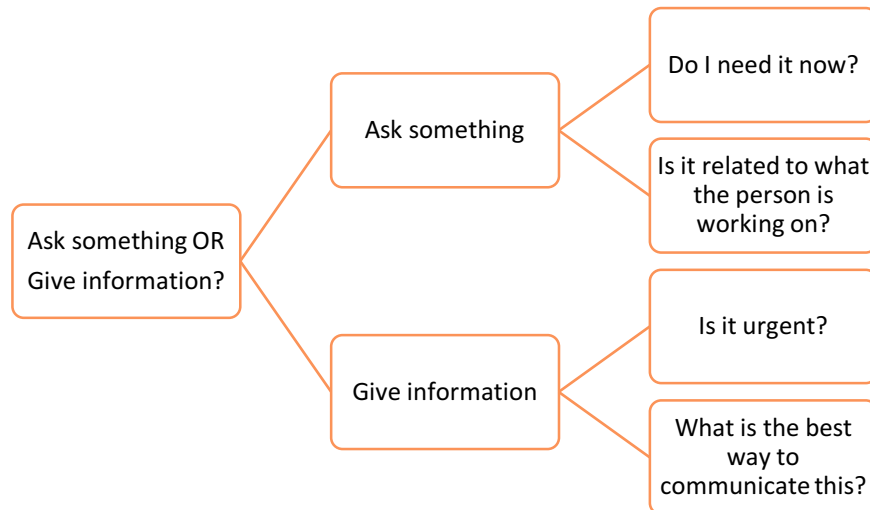![beeye]

Interruptions checklist

What do you want to do?

Questions

If you need information:

- ✓ Do I absolutely need the information now?
- ✓ Am I stuck until I get this information?
- ✓ What's the impact of not getting the information now?
- ✓ Is the impact of my interruption (count at least 20 minutes of the other person's time in addition to the interruption itself) worse than not getting the information now?
- ✓ Is it related to what the person is working on right now?

If want to give information to someone:

- ✓ Does the person absolutely need the information now?
- ✓ Is the person working on it right now?
- ✓ What's the impact if she does not get the information now?
- ✓ Is the impact of my interruption (count at least 20 minutes of the other person's time in addition to the interruption itself) worse than not giving the information now?
- ✓ How can I best communicate the information so my interruption is less hindering? For example, an email can be consulted at any chose moment, while going to the person's office is more intrusive.

To view the full article, go to **https://www.mybeeye.com/blog/how-to-deal-with-interruptions**