

How Interruptions Dictate Your Work? Quiz

Answer “True” or “False” for each statement below to discover whether interruptions are sabotaging your productivity.

True	False	
		You often stop whatever you are doing, no matter how enthralled you are by a task, to answer your phone (both business and personal) or respond to the “ding” of incoming email.
		People stop by your desk often to chat about last night’s television show, to discuss their kid’s latest doctor’s appointment or to share their plans for the weekend.
		When co-workers drop by to discuss work-related items or to ask you questions, you find that they linger for several minutes and you are unsure how to end the conversations.
		When your boss asks for something, you stop everything you are doing—no matter what the priority level of that task—and turn to the new task your boss asked you to complete.
		If you remember that you forgot to do something or recall another quick task you need to finish, you drop an important task on which you are working to quickly handle the task you forgot to do.

If you answered mostly “True” you are allowing interruptions to rule your workday. Each interruption destroys your focus, making it very difficult for you to return to the task. In fact, allowing yourself to be distracted by email, voice mail, and co-worker interruptions can eat up over half of your day ensuring that you fail to clear your to-do list. Continue with **Time Management Step Three: Limit Interruptions** to discover how you can prevent interruptions from dictating your work day.