

The Costly Interruption



Unexpected interruptions may be taking precious time away from your workday. Follow along to learn more about how to catch these Time Bandits and preserve your productivity.

Following the Clues



Unwanted, unnecessary and unproductive interruptions from Time Bandits are wasting precious time from your workday.



An **interruption** to your typical workflow



Time spent struggling to **restart** a task



The **momentum loss** that follows



reduced productivity



The **distress and fatigue** felt after being diverted



Making mistakes that force a **do-over**

Spotting the Time Bandits



Colleagues, bosses, clients, family members and sometimes YOU are your own worst Time Bandit.

Because of the time you spend on email...

The average employee checks their email **36 times** every hour.



Calculating the Damage



3 to 5 hours of every workday are stolen by interruptors.

Their distractions cost U.S. companies a combined **\$588 BILLION** in 2005 alone.



If ignored, that figure could top **\$1,000,000,000,000**

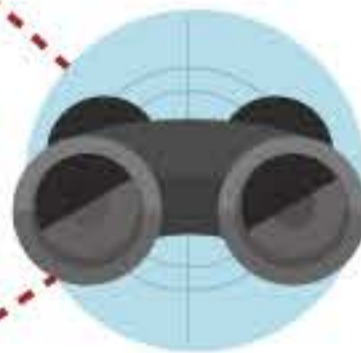
THIS YEAR.

Interruption Solutions



TIME LOCKING:

Enter into **Mutual Time Locking Agreements with Your Colleagues**. You cover for them if they cover for you while Time Locking.



FOCAL LOCKING:

Bear down on your critical task at hand while Time Locking.



BEHAVIORAL PLANNING:

Leverage the time gained by working on your **Critical Few** versus your **Minor Many**. **Apply the 80/20 principle to know the difference.**



BATCH PROCESSING:

Gain momentum by performing repetitive tasks in a batch. Such as checking emails at one time.

BROUGHT TO YOU BY:

