

# 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**

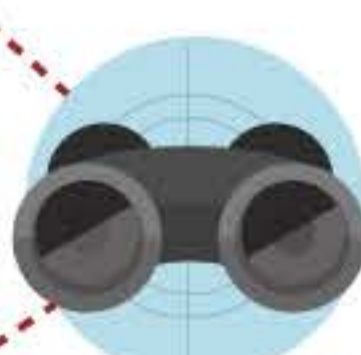
**THIS YEAR.**

## 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.

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