

## Managing Interruptions

Create a weekly schedule designating specific times that you do not want to be interrupted. Make sure that this time is limited and does not create problems in workflow. One way to help do this is to run the goal through the goal criteria. Also list times when you are available and will welcome staff questions. Review this schedule with your staff and get input regarding the times.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00 AM</b>					
<b>9:00 AM</b>					
<b>10:00 AM</b>					
<b>11:00 AM</b>					
<b>12:00 PM</b>					
<b>1:00 PM</b>					
<b>2:00 PM</b>					
<b>3:00 PM</b>					
<b>4:00 PM</b>					