

QUOTES, QUIBBLE, QUESTION

37TH EDITION

FROM
THE
COACHING
GUY

WELCOME

This week is focused on Overcoming Interruptions at Work

In the modern workplace, constant interruptions can make it extremely difficult to complete your normal work. Whether it's a colleague needing immediate help, an unexpected meeting, or a sudden task that demands your attention, these interruptions can derail your productivity and lead to frustration. However, there are effective methodologies to manage these disruptions and regain control over your workday.

QUOTES

"The key is not to prioritize what's on your schedule, but to schedule your priorities." – [Stephen Covey](#)

"You have to decide what your highest priorities are and have the courage—pleasantly, smilingly, non-apologetically—to say 'no' to other things. And the way you do that is by having a bigger 'yes' burning inside." – [Stephen Covey](#)

"Focus is a matter of deciding what things you're not going to do." – [John Carmack](#)

"The difference between successful people and really successful people is that really successful people say no to almost everything." – [Warren Buffett](#)

Q U I B B L E

Consider a typical workday where interruptions are the norm rather than the exception. Each time you start on an important task, someone approaches you with a request that demands your immediate attention. You find yourself pulled away from your priorities to address these interruptions, which, although seemingly small, accumulate to consume significant portions of your day. The frustration builds as the hours pass and your primary tasks remain unfinished. You begin to feel overwhelmed and stressed, wondering if completing your work without these constant disruptions is possible. The cycle repeats daily, leading to decreased productivity and a sense of dissatisfaction. You question whether it's feasible to create an interruption-free environment and how to balance being a helpful team member with protecting your time for critical work.

On one side of the quibble is the undeniable frustration and inefficiency caused by constant interruptions. Each disruption breaks your concentration and requires time to refocus, leading to a significant loss in productivity. This repeated cycle can result in feelings of stress and dissatisfaction, as you struggle to make progress on your important tasks.

On the other hand, interruptions are sometimes unavoidable and necessary. They can be critical for effective collaboration, quick problem-solving, and maintaining a supportive work environment. Being available for your colleagues fosters a team-oriented atmosphere and can lead to innovative solutions that might not emerge in isolation.

Use these strategies to manage the workload but more importantly the people that are doing the interruptions.

Set Clear Boundaries: Communicate your availability to your colleagues.

Time Blocking: Allocate specific blocks of time

Create a Prioritization System: Use a system like the Eisenhower Matrix

Delegate and Empower: Delegate tasks and empower your team

Use Technology: Leverage tools like project management software

Understand and align: Proprieties with other stakeholders

Q U E S T I O N

I leave you with a question to ponder.

How can you implement these strategies in your daily routine to balance accessibility and productivity, ensuring that you complete your essential tasks while still being a supportive colleague?

Curious how I can help you? Then book a free consultation, link in my bio. Or if you like my content and want this sent straight to your inbox every Monday, subscribe to my newsletter.

T H A N K S

For reading this week's newsletter.

If you have other subjects that you would like to hear about, drop me an email at matt@thecoachingguy.co.uk