**Analysis of interruptions**

How: Choose a random hour during the day where you have planned to work on one specific task (not a meeting). Leave the paper next to you and note briefly, each time you get interrupted.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One hour between \_\_\_\_ and \_\_\_\_\_ o’clock.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minute | Interruption | Cause | Comment | Minute | Interruption | Cause |  Comment |
| 1 |  |  |  | 31 |  |  |  |
| 2 |  |  |  | 32 |  |  |  |
| 3 |  |  |  | 33 |  |  |  |
| 4 |  |  |  | 34 |  |  |  |
| 5 |  |  |  | 35 |  |  |  |
| 6 |  |  |  | 36 |  |  |  |
| 7 |  |  |  | 37 |  |  |  |
| 8 |  |  |  | 38 |  |  |  |
| 9 |  |  |  | 39 |  |  |  |
| 10 |  |  |  | 40 |  |  |  |
| 11 |  |  |  | 41 |  |  |  |
| 12 |  |  |  | 42 |  |  |  |
| 13 |  |  |  | 43 |  |  |  |
| 14 |  |  |  | 44 |  |  |  |
| 15 |  |  |  | 45 |  |  |  |
| 16 |  |  |  | 46 |  |  |  |
| 17 |  |  |  | 47 |  |  |  |
| 18 |  |  |  | 48 |  |  |  |
| 19 |  |  |  | 49 |  |  |  |
| 20 |  |  |  | 50 |  |  |  |
| 21 |  |  |  | 51 |  |  |  |
| 22 |  |  |  | 52 |  |  |  |
| 23 |  |  |  | 53 |  |  |  |
| 24 |  |  |  | 54 |  |  |  |
| 25 |  |  |  | 55 |  |  |  |
| 26 |  |  |  | 56 |  |  |  |
| 27 |  |  |  | 57 |  |  |  |
| 28 |  |  |  | 58 |  |  |  |
| 29 |  |  |  | 59 |  |  |  |
| 30 |  |  |  | 60 |  |  |  |