

Handling Interruptions *(Example Sheet)*

Types of Interruptions:	Strategies to Handle Interruptions:
Supervisor walks in to check on progress	<ul style="list-style-type: none"> -Look and assess if he is just checking in or does he need something -Ask if there is something he needs you to do
Teacher asks you to correct a paper	<ul style="list-style-type: none"> -Take a deep breath -Ask if you can complete your current assignment first -Ask for clarification or when it is due
Co-worker asks for help	<ul style="list-style-type: none"> -Assess if it is urgent -Ask if you can finish your task first -Take a deep breath and help him out
Supervisor at grocery store tells you to mop the spill on the next aisle	<ul style="list-style-type: none"> -Stop. Take a deep breath -Ask for clarification of location -Complete the job the supervisor asked
Customer wants help loading mulch into her car	<ul style="list-style-type: none"> -Look around to see if other workers are available -Suggest they ask someone else or -Stop your task, smile, say sure, and help them out
Co-worker comes over with list of new jobs to complete	<ul style="list-style-type: none"> -Stop. Take a deep breath -Ask for a few minutes to look the list over -Ask if current job needs to be completed first -Clarify any questions about the tasks
Customer asks you to check a price	<ul style="list-style-type: none"> -If you know how, help the customer out -If you don't know, refer them to another co-worker
A fellow student asks to use the computer you are working on	<ul style="list-style-type: none"> -Ask if you can finish your assignment first -Say: Give me five more minutes and then you can have a turn.