

## **Atticus Sample Memo On Closed Door Policy**

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*In an attempt to manage my time better, and concentrate on high priority projects, I will be closing my door every day between the hours of 9:00 and 11:00, starting immediately. During this time, I will not be taking any incoming phone calls; all incoming calls will be returned between the hours of 11:00 and 12:00 so that clients are taken care of quickly. (If you have an assistant or designated hitter in place, you can mention that your assistant will be taking the calls at this time)*

*I thank you in advance for not interrupting me during my production time. It will help me to eliminate the late nights and weekends I have been spending trying to get caught up on work that I can't produce during the day. If you have questions for me, we can meet before or after my production time or you can e-mail them to me.*

*Thank you for your cooperation.*