

Interruption Log Analysis Sheet

1 Review the information you collected on your Interruption Log (Form 14.03). **Who** or **what** are your habitual interrupters? (You may find it helpful to review your findings with other staff members to see if they are experiencing the same type of interruptions.)

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2 What are your **major** time robbers? (attorney/staff, clients, meetings, crises, phone, home)

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3 How many hours per day do you spend handling #1 and #2? _____
 How many hours per day should you spend? _____

4 Use this chart to help find solutions for underlying causes of your major interruptions as listed in questions 1 and 2. **Write down as many solutions as you can think of, even if they seem impossible or impractical, i.e. I need my attorney/staff to leave me alone...OR...I need a door!**

| Cause | Possible Solutions |
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5 For the next 30 days, commit to three solutions that are most viable.

6 At the end of 30 days, go back and review your progress. Did you realize a time savings? If so, congratulations! Now, go back to your original log and choose another interrupter to tackle. If one or more of the solutions you chose did not work, re-evaluate them using these questions:

- What worked and didn't work?
- Were the solutions reasonable and realistic?
- Are there additional solutions that need to be explored? Does someone else need to be involved?
- How have others in your firm managed? Can you make their solutions work for you?