

Law Office Interruption Log

1. Briefly describe all unexpected interruptions. Include phone calls, attorney/staff/personal crises, drop-in visitors/clients, visual or audio distractions. Keep this log for two weeks.
2. Analyze the results using the evaluation questions on the Interruption Log Analysis Sheet.

External Interruptions

Length of Interruption	Purpose / Subject	Who / What			Importance		
		Person	Phone	Environ	A	B	C

Self-Imposed

Length of Interruption	Purpose / Subject	Who / What			Importance		
		Person	Phone	Environ	A	B	C