

# Stop Welcoming The Distractions

## My Distractions and Interruptions

What do I get Distracted or Interrupted by?	Internal or External	Distraction or Interruption	What might I do to control or mitigate this Distraction or Interruption?
Emails			
Landline Phone Calls			
Cell Phone Calls			
Text Messages			
Instant Messages (Slack, MS Teams, Google Chat)			
Meetings			
People coming by my office / workspace			
Random Thoughts (e.g. I need to mail a card)			
Procrastination			



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