

*Webinar on*

# **Top 10 Strategies For Managing (And Minimizing) Interruptions In The Workplace**

# Learning Objectives

*The key to controlling interruptions is to know what they are and whether they are necessary and to plan for them. During the webinar, the expert will share essential tips that will not only help you to understand and manage interruptions but it will also help you in Maintaining Focus & Keep control of Your Time. The tips that follow will help you do that and so prevent interruptions from frustrating you and jeopardizing your success.*

- Identify Your Own Attitude About Being Interrupted, Identify Time Bandits*
- Learn to Say "No", How to Prioritize*
- How to Refocus After Being Interrupted*
- Use Technology to Become More Organized and More Productive*

This webinar learn some strategies and some simple techniques to manage interruptions, create a win-win situation for both you and your boss, and learn how to bounce back and refocus in order to be more productive.

## PRESENTED BY:

*Audrey Halpern is a soft skills training facilitator consultant with 20+ years of experience. She has a background in human resources, as well as in instructional design. She has a proven track record of achieving positive results within a variety of sectors and industries including city, state and federal government, non-profit, technology, legal, marketing retail, manufacturing, healthcare, and pharmaceutical.*

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

# Webinar Description

Anticipating the pressure and finding ways to redirect it in more meaningful directions so you can maintain control of your work is important. While interruptions at the workplace are inevitable, it doesn't mean that they cannot be minimized or reduced. How you deal with interruptions and what your strategies for handling them matters. Learn to effectively handle interruptions so you can refocus quicker and be more productive. You will learn some strategies and some simple techniques to manage interruptions, create a win-win situation for both you and your boss, and learn how to bounce back and refocus in order to be more productive.

Handling a wide variety of tasks you often have limited time to complete your work due to frequent interruptions. Today's workers are nearly as likely to interrupt themselves as to be interrupted by others. About 44 percent of interruptions are self-induced. Numerous studies have been done to show the impact of frequent workplace interruptions, not only in productivity but they also become significant energy suckers and work satisfaction destroyers. These interruptions can break your train of thought and slow your work pace. It's critical to stay focused, not just for your own priorities, but for those of the company as well. Interruptions at the workplace are estimated to cost businesses in the U.S. over half a trillion dollars each year.



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