

## 42 CAREERS

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# Where does the time go?

Those little disruptions may be short, but they can add up over the work week

Have you ever thought about why you have no time at work and maybe even have trouble completing everything that you need to do in a day?

I have some thoughts on this. These are some things I have noticed lately that have disrupted my day or someone else's that I think are worth discussing. Unnecessary meetings rank as the No. 1 disruption.

I have always tried to give everyone 10 minutes whenever possible. If you add up all the 10-minute slots, it takes about 30-40 minutes per day plus the preparation time.

Voicemail ranks as No. 2 in my opinion. Voicemail was created to save time, but it doesn't.

I still have to check, listen to and write down or forward the messages.

Yikes! Then, I have to return the calls because I have a deep-seated belief that returning all my calls is absolutely necessary.

Another one, co-workers who chat and visit frequently, definitely comes in at No. 3 on the disruption scale.

People inherently need social interaction.

I know I do.

However, when you are in the middle of something, and someone else is finished their work, they tend to divert your attention for conversation.

I encourage people to be respectful of others' time and personal space.

OK, you were wondering when e-mail would come up? I rank it No. 4.



SHARLENE MASSIE  
About Staffing

It would probably be up there with voicemail, but I can at least control how often I check my e-mail, and can screen some of it out right away.

E-mail can be a distraction because we all get a lot of junk, jokes, etc. in our in-boxes along with the important messages.

If I spend 10 minutes a day

deleting junk, that can add up to almost an hour a week of unnecessary disruptions.

My advice is to prioritize your day.

Schedule time for work and schedule a set amount of time for disruptions, because they will happen.

When your disruption time is up, don't allow any more.

And be aware that you may be unintentionally distracting your co-workers, as well.

Who wants to work overtime because of too many disruptions in the day? Not me.

If you have any questions or comments regarding this article and would like to know further details, feel free to contact

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for temporary or permanent needs. You can also follow Sharlene's blog for more industry-related topics at <http://aboutstaffing.blogspot.ca/>. We encourage you to write us with any

inquiries you may have, or any way we can help you achieve the utmost success as a job seeker or as an employer. We look forward to hearing from you!



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