

Avoiding Communication Overload

The following are questions you can use in conjunction with the slides to prime the development of your own plan to avoid communication overload.

Identify the sources

Identify your top three biggest distractions throughout the day and what specifically it is that causes the distraction.

1)

Distractions:

Specific actions to address:

2)

Distractions:

Specific actions to address:

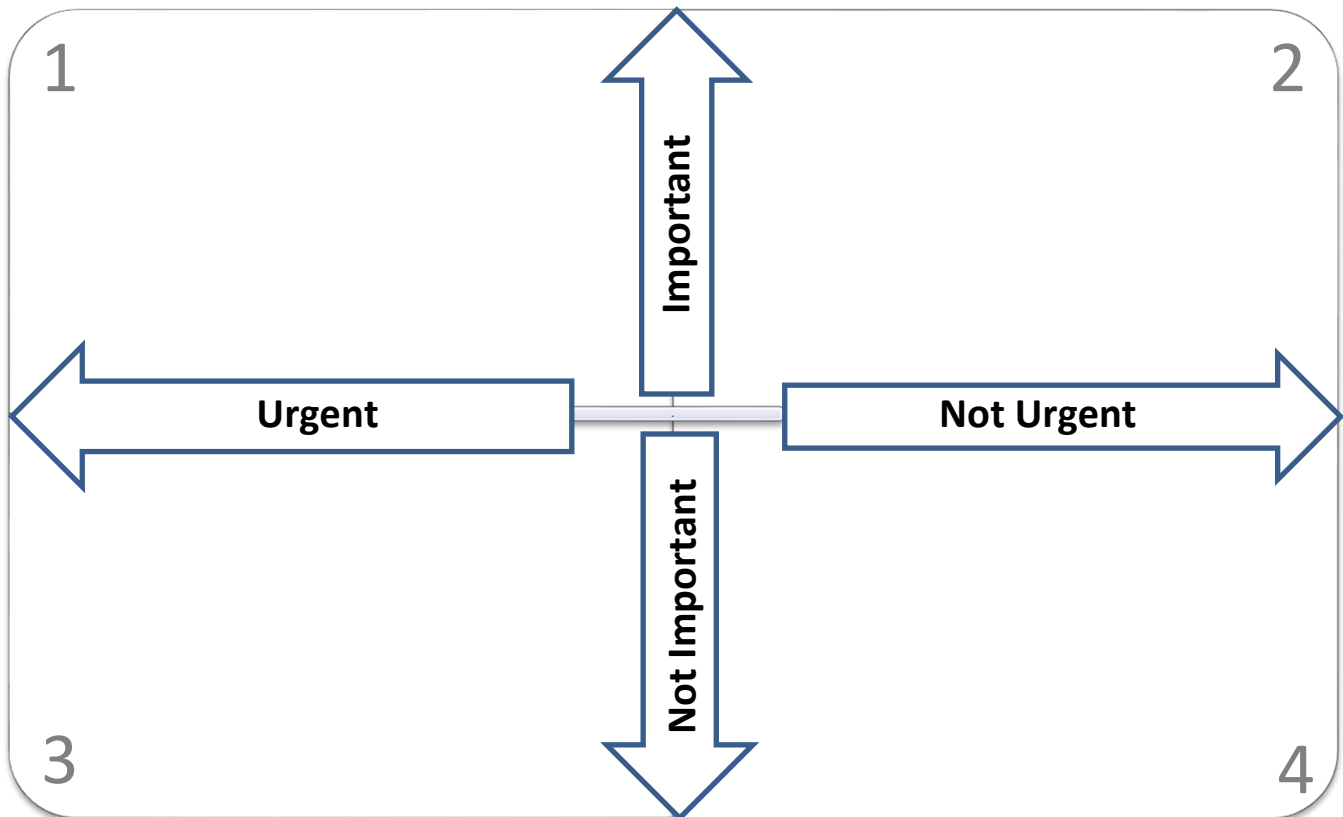
3)

Distractions:

Specific actions to address:

Prioritizing

Use the space below to work through the process of prioritizing a typical day. Put items into one of four categories. Your priorities should go in order of 1-4



Goals

Based on your priorities identify three specific goals for today

- 1)
- 2)
- 3)

Establish A Routine

Identify The Steps

Use the space below to break your communication routine into a number of clearly defined steps and the associated tools (if appropriate) that you will use during that step. The number may vary for you but this is a good exercise

Step 1:

Time	Tools	Actions

Step 2:

Time	Tools	Actions

Step 3:

Time	Tools	Actions