



## Establishing Uninterrupted Peak Time Agreements Worksheet

How can you collaborate with your colleagues more effectively and establish agreed procedures when trying to get focused, uninterrupted time for high priority tasks? Use the table below to brainstorm ideas for establishing these sort of agreements.

How to notify colleagues that I'm in focused Peak Energy Time	How to define critical issues that are allowed as interruptions during Peak Times (what's the criteria for a 'critical' issue)	How to escalate critical issues for immediate attention (ie: how do I want to be interrupted - mobile, tap on shoulder etc)