Interruptions Tracking Sheet

Today's Date

Time of Interruption	Type	Priority	Less than 5 Min to Fix?	Complete on	Interrupter	Notes
8:52 AM	Phone Call	low	Yes	3-6-17	Linda	Requested a copy of last week's meeting agenda
9:17 AM	Email	normal	No	3-11-17	Joe	Supervisor requested copy of draft project plan for site expansion
10:02 AM	In Person	low	No	3-8-17	Karen	Karen stopped by asking for help with her project plan

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