Interrupting at Work

- [ ] Decide if you want to interrupt someone who is working to ask a question or because you need something

- [ ] Quietly knock on their door, or get in their line of vision

- [ ] Wait quietly for them to look at you, or to say "Come in"

- [ ] Say "Excuse me" and tell them what you want to say

Want to make some changes?

It's easy to edit this at TheTripClip.com

This list is designed to fit perfectly on a kid-sized clipboard:

Or try it on any mobile device!