







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](https://www.TheTripClip.com)

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



Or try it on any mobile device!