FOCUS · STAY FOCUSED

Interruption Cost Cut

Count the real cost of interruptions, translate it into capacity you recognise — then cut the two worst sources.

Date _____

Facilitator _____

1 · TALLY THE INTERRUPTIONS

count by source, not incident — frequency × reload (time to get properly back into deep work)

SOURCE (group similar: ad-hoc pings, drop-ins…)	FREQ / WK	RELOAD (MIN)	MINS / WK
Total minutes lost / week →			

Let the team set the reload time — never lead with a multiplier. Their own honest number is unarguable.

2 · TRANSLATE — THE REVEAL

minutes mean nothing; capacity you recognise changes the conversation

Weekly total: _____ **min**

= a share of one person's week: _____

= compared to our team meeting: _____

= over a quarter / year: _____

THE LINE THAT MAKES SOMEONE FLINCH

_____

e.g. "that's a whole person a week" — don't move on until the room feels it

3 · CUT THE TWO WORST SOURCES

exit through a cut, not a number — each needs a concrete change, an owner, and a start

WORST SOURCE #1

The source (highest cost)

_____

One concrete change

_____

Owner _____ **Starts** _____

WORST SOURCE #2

The source (next highest)

_____

One concrete change

_____

Owner _____ **Starts** _____

The tally is the evidence. The translation is the point. Minutes don't move people — capacity they recognise does.

Count by source, not incident · let the team set the reload time · translate out of minutes · end with a cut and an owner.

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