

Time Disruption Log Template

Use this log to track all interruptions over a period of 3–5 workdays. The goal is to uncover patterns that reduce focus, increase cognitive switching, and drain your energy.

Instructions

Each time you are interrupted or distracted, log the following details:

- Timestamp
- Who interrupted you (name & role/title)
- Nature of the disruption (topic, context)
- Duration (in minutes)
- Was it necessary or avoidable?
- Notes or observations

[illegible]