



Social Interruptions on the Job

Social interruptions on the job are a part of life— everyone gets interrupted sometimes. Some people are very social and like to talk. Sometimes, small talk can cause people to be less productive at work.

If I am not in the mood to chat with a co-worker, I should try to let them know in a polite and friendly manner. It is important to be polite and friendly to my co-workers because it makes the work environment a better place for everyone, including me.

All private communications, phone calls, texting, email or social media, should be done in your free time or breaks. If important, take a few minutes to take care of it but inform your co-worker and supervisor if you need to step away from your desk and why.