



### Work Related Interruptions

Sometimes, a co-worker might need to interrupt me to ask for help or information. If I can help them right away, I should do this. Sometimes, even if I am busy, a co-worker might need immediate assistance. In other cases, the co-worker can wait until I am not so busy. Each situation is different.

If I cannot help them right away because I am very busy, I need to let them know in a polite and friendly manner. If I help co-workers, they will be more likely to help me if I need help in the future. It is important to be friendly and polite to co-workers because it makes the work environment a better place for everyone, including me.

