Interruption Tally

One sheet per working day. Mark each interruption as it happens.

DATE: _____ DAY: ____ OF 3 Print this page 3 times

Use roles, not names. A row should take about ten seconds. Circle Y if your judgment was required; O if it was only needed because support was missing; N if you never needed to be involved.

For O or N, circle the missing support: A authority · I information · P process · T tool · R training.

EXAMPLE: 8:15 | Crew lead | Text | Change job order | O | A

TIME	WHO (ROLE)	HOW	WHAT WAS IT ABOUT?	Y / O / N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R
				Y O N	A I P T R

TOTAL TODAY _____ Y _____ O _____ N _____ TOP BLOCKER _____

An unusual day is not a trend. Complete three days, then use page 2 to choose one fix.

Your 3-Day Interruption Review

Turn the observation into one improvement you can test.

1 COMBINE THE DAYS

DAY	TOTAL	Y (NEEDED)	O (IF FIXED)	N (NOT NEEDED)
Day 1				
Day 2				
Day 3				

THREE-DAY TOTAL _____ **POTENTIALLY REDIRECTABLE (O + N)** _____

PERCENT POTENTIALLY REDIRECTABLE _____ = (O + N) ÷ total × 100

A three-day sample is a starting point, not a reliable yearly forecast.

2 FIND THE MISSING SUPPORT

Circle the leading reason behind O / N interruptions:

☐ A Authority ☐ I Information ☐ P Process ☐ T Tool ☐ R Training

3 FIX JUST ONE REPEATED INTERRUPTION

The interruption that keeps recurring:

Change the rule, access, process, tool, or training:

PERSON RESPONSIBLE _____ **FIRST TEST DATE** _____

4 VERIFY THE CHANGE

Before: O + N per day, 3-day average _____

After: repeat 3 days; new O + N/day _____

An interruption count is not saved time. Verify minutes saved separately.