

# Time-Wasted Calculations Workshop

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## Workshop Instructions:

1. Working individually, use the worksheet on Workbook page 2 to record the following on the **Me** grid on the worksheet:
  - Estimated number of interruptions you have on a typical day in the **Interruptions/Number** cell
  - Average amount of time, in minutes, you devote to interruptions in the **Interruptions/Avg. Min.** cell
  - Estimated number of restarts—including loss of focus and loss of momentum—you perform each day as a result of interruptions in the **Restarts/Number** cell
  - Average amount of time lost, in minutes, due to each restart in the **Restarts/Avg. Min.** cell
  - Estimated number of do-overs/quality-control issues you process each day as a result of interruptions in the **Inefficiency/Number** cell
  - Average amount of time lost, in minutes, due to inefficiency caused by interruptions (i.e., do-overs) in the **Inefficiency/Avg. Min.** cell
2. Calculate your personal total for each row and record your results in the **Daily Total** column.
3. Join with others in a team of three or four to combine your information on the **Team** grid and determine your team's totals.
  - Space for recording individual team member data and team totals is provided on the worksheet.

# Time-Wasted Calculations Worksheet

	Me					
	Number	Avg. Min.	Daily Total			
Interruptions						
Restarts						
Inefficiencies						
<b>Total</b>						
	Team Member			Team Member		
	Number	Avg. Min.	Daily Total	Number	Avg. Min.	Daily Total
Interruptions						
Restarts						
Inefficiencies						
<b>Total</b>						
	Team Member			Team		
	Number	Avg. Min.	Daily Total	Number	Avg. Min.	Daily Total
Interruptions						
Restarts						
Inefficiencies						
<b>Total</b>						





