



## Assistant Principal *Ex*celeration

### Show Notes, Episode 30: Six Ways to Eliminate Interruptions

About this show:

In a noisy world, is it possible to find the quiet necessary to do work that moves us forward? In this episode, we cover six suggestions for creating a saner and more productive leadership life

#### Notable Quotes

##### Frederick:

“I have been out of higher ed for three years now, and I had just forgotten how disruptive and really how grueling it is to be faced with those constant interruptions, and not just the notifications and things, but being pulled from one task to another”

“Turn off all email notifications on every single device that you have. Just turn it off, and never ever ever turn your email notifications on again. There is absolutely no reason.”

“Never use email as a synchronous form of communication... it is not designed to be used that way and if you don't use it for synchronous communication then you don't need to have your notifications on.”

“Identify 3-5 people and make sure their calls will always ring through, and then turn your phone on do not disturb”

“When everybody can get ahold of you, you can't get ahold of your work.”

“When I create pockets of time where I can concentrate fully and not be distracted, I am going to be so much more efficient”

Six ways to eliminate interruptions:

1. Turn off all email notifications
2. Never use email for synchronous conversations
3. Create a google doc to share FYI information
4. Identify 3-5 people who have to be able to get ahold of you, program them in your phone to always be able to ring through, and then turn your phone on do not disturb
5. For every minute of the school day, have one individual that is on call and rotate who that individual is
6. Educate all stakeholders as to what you're doing

##### Links:

My email: [frederick@frederickbuskey.com](mailto:frederick@frederickbuskey.com)

The Assistant Principal Podcast website: <https://www.frederickbuskey.com/appodcast.html>

Sign up for the daily leadership email: <https://mailchi.mp/c15c68e6df32/specialedition>

<https://www.frederickbuskey.com/apex-members-page.html>



## Assistant Principal *Ex*celeration

Website: [www.frederickbuskey.com](http://www.frederickbuskey.com)

Blog: [www.frederickbuskey.com/blog](http://www.frederickbuskey.com/blog) (reposts of the daily email)