

JobTIPS



Key Points - Social Interruptions

1. It is polite to stop what you are doing to respond to small talk for one to two minutes (or less).
2. After one to two minutes, politely excuse yourself and get back to work.
3. Polite excuses include:
 - o "I'm a little busy now, but would like to talk about this later."
 - o "Can we talk about this at lunch? I need to finish this up."
 - o Remember to use a friendly tone of voice and smile.
4. You can socialize for longer periods during your scheduled break times. That way, you are able to socialize and get your work done.
5. 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.