Task interruption parking list

Capture distractions without abandoning the current task.

Three steps

1. Choose one focus task
2. Write interruptions down
3. Review after the block

A worked example

Current task	Report
Interruption	Email idea
Parked action	Add to list
Review time	After focus block

The new idea has a place without interrupting work.

Respond to urgent safety or time-critical issues.

Task interruption parking list

Use one row per item or decision. Start with what you know.

Current task	Interruption	Parked action	Review time

My next action / when