Imagine how much more productive structured conversations will be than all the usual interruptions. The goal is to get into a cadence of regular, structured communication.

**SIDE CONVERSATIONS**

**STOP AND TUNE-IN**
Any conversation about shared work is worth taking notes on. Conspicuously take notes and use them as a reference when following up (in writing) to confirm next steps.

**SCHEDULE A FOLLOW-UP**
Monitor progress on the next steps you confirmed. Adjust and course-correct as necessary throughout the process.

**INTERRUPTIONS**

**SUGGEST A FOLLOW-UP**
Redirect the interruption into scheduling a structured follow-up conversation. Suggest that between now and the follow-up, you each keep a list for later discussion.

**MAKE IT ROUTINE**
Before the follow-up, consider sharing your lists with one another so you may both prepare. If the conversation goes well, consider scheduling another following the same routine.