



Preventing Interruptions

1. Remain confident
2. Ignore signals that someone wants to interrupt you
3. Don't look at people who want to interrupt you
4. Use non-verbal behavior that shows you are in control (think power posing)
5. Don't pause in a way that provides others with the opportunity to interrupt you
6. Keep your volume up
7. Form alliances and agree to "protect" each other at the meeting, like the women on Obama's staff
 - If one of you is interrupted, have the other say, "I'd like to hear what she has to say," or "I want to hear this idea"
 - Speak up for others who are interrupted; it is harder for someone to take control from a speaker when there are two people to content with
8. Talk with other participants before

the meeting to share and discuss your ideas; develop a strategy to make your points without interrupting one another

Dealing with Interruptions

1. If the interrupter is more senior to you, you can use an approach such as: "Joe, would you mind if I finished my point? It will only take a minute..."
2. Depending on the context, if a person routinely interrupts you, a firm but still pleasant tone may be justified. In this case, you may use language such as: "Excuse me, Jason, I am not finished yet. The point I was about to make is..." or "Justin, I'd appreciate you not interrupting me. You can speak when I'm finished."
3. Don't forget the power of your coping sense of humor. Even a wry smile can help you stay focused on your objective of keeping the floor.

Share Your Questions
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