



**Please do not disturb me.**



I am concentrating on a specific task that needs my full attention.

**I'm offline & unavailable from \_\_\_\_\_ to \_\_\_\_\_.**

Leave a note here, letting me know you would like to speak with me and I will catch up with you when I'm available again.

**If the matter is urgent (and I mean *really* urgent) please contact \_\_\_\_\_ on number \_\_\_\_\_.**

**Thank you**