

Time wasters

Read the following list of common time wasters. Check the 3-5 biggest time wasters that you have. If any of your biggest are missing, add them in the blank spaces at the bottom and include these in the 3-5 chosen.

- ☐ 1. Interruption, drop-in visitors, unplanned conversations
- ☐ 2. Meetings, scheduled or unscheduled
- ☐ 3. Phone calls
- ☐ 4. Lack of objectives, setting deadlines, setting priorities
- ☐ 5. Cluttered desk, hunting things needed, personal organization
- ☐ 6. Doing routine things of minor importance
- ☐ 7. Attempting too much at once
- ☐ 8. Unrealistic time estimates
- ☐ 9. Procrastination, indecision, daydreaming
- ☐ 10. Inability to say "No"
- ☐ 11. Leaving tasks unfinished, jumping from one task to another
- ☐ 12. Getting involved in unnecessary details
- ☐ 13. Socializing, idle conversation
- ☐ 14. Social Media, games, etc.
- ☐ 15. Lacking self-discipling - not carrying through on plans
- ☐ 16. Constantly switching priorities
- ☐ 17. Failure to listen carefully to assigned tasks
- ☐ 18. Failure to do first things first
- ☐ 19. Failure to use short blocks of time constructively
- ☐ 20. "Breaks" which turn into "vacations"
- ☐ 21. Duplicating effort (having to start over, losing materials, etc.)
- ☐ 22. Watching TV (Netflix, Youtube, etc.)
- ☐ 23.
- ☐ 24.
- ☐ 25.

