**LIST OF TOP TIME WASTERS**

Time wasters are a part of everyone’s daily routine. The challenge is to overcome these time wasters and become more productive and effective in your personal and professional lives. Use this list to group your personal time wasters into the following three categories.

[](http://www.google.com/url?url=http://www.123rf.com/photo_9751651_clipboard-with-checkmark-illustration-design-over-a-white-background.html&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwj7oN6Yy8jLAhWHOSYKHaNjBQkQwW4IHjAE&usg=AFQjCNFfzpQqyrqfHrQxIpB2YyQiUIExgQ)

1. ORGANIZING AND MANAGING YOURSELF

\_\_\_\_\_ Personal disorganization/cluttered desk

\_\_\_\_\_ Time spent looking for items/poor filing system

\_\_\_\_\_ Procrastination

\_\_\_\_\_ Lack of self-discipline in staying with your top priority until you get it done

\_\_\_\_\_ Leaving tasks unfinished

\_\_\_\_\_ Socializing which interferes with your top priority or pointless conversation

\_\_\_\_\_ Inability to say “No” to requests

\_\_\_\_\_ Attempting too much by yourself--refusing to accept help or ask for help

\_\_\_\_\_ Perfectionism or getting bogged down in details

\_\_\_\_\_ Failure to listen or take notes

\_\_\_\_\_ Indifference/lack of motivation

\_\_\_\_\_ Tardiness/absenteeism

\_\_\_\_\_ Haste/impatience

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**LIST OF TOP TIME WASTERS – Continued**

2. PLANNING

\_\_\_\_\_ Lack of written goals with deadlines

\_\_\_\_\_ Indecision--gathering information endlessly

\_\_\_\_\_ Snap decision--based on insufficient facts

\_\_\_\_\_ Attempting too much--resistance to choosing

\_\_\_\_\_ Failure to break your top priority into small, manageable parts

\_\_\_\_\_ Lack specific plan of activities to meet goals selected

\_\_\_\_\_ Lack daily priorities, so you jump from one task to another

\_\_\_\_\_ Shifting priorities, so you jump from one task to another

\_\_\_\_\_ Crisis management, arising from failure to plan for what could go wrong

\_\_\_\_\_ Lack of dated, written checkpoints to assess progress

\_\_\_\_\_ Time estimates which are unrealistically low

\_\_\_\_\_ Lack specific plan of how to use waiting time--for appointments, etc.

3. MANAGING YOUR ENVIRONMENT

\_\_\_\_\_ Telephone interruptions

\_\_\_\_\_ Drop-in visitors

\_\_\_\_\_ Noise or visual distractions causing attention shift

\_\_\_\_\_ Paperwork/red tape/too many memos

\_\_\_\_\_ Meetings

\_\_\_\_\_ Confused responsibility or authority

\_\_\_\_\_ Duplication of effort

\_\_\_\_\_ Multiple bosses

\_\_\_\_\_ Incomplete, unclear, or delayed information--on instructions or feedback

\_\_\_\_\_ Lack of training--time wasted because you don’t know how

\_\_\_\_\_ Over control--unable to proceed when you know what to do

\_\_\_\_\_ Inadequate equipment or facilities

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**PERSONAL CHARACTERISTICS THAT UNDERMINE EFFECTIVE US OF TIME**

Procrastination

Perfectionism

Procrastination

Assertiveness

Obsessiveness

Time Urgency

Habit

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