

# TIME WASTERS

## What Distractions Get You

The list below is only common time wasters. Are there any others you can think of?

### 01.

Unplanned visitors and conversations can slow your work. Try to find a quiet, private place to study.



### 02.

Sitting down to study without an objective is like starting a race with no finish line. Make sure you have something to work toward.



### 03.

Study in an organized space. Having a cluttered desk can lead to a cluttered mind. Help yourself focus!



### 04.

Try to keep to one task at a time. Trying to do too much at once causes confusion and intermixing of tasks and ideas.



### 05.

Give yourself realistic timelines. Waiting until the last minute for some projects simply won't work.



### 06.

SAY NO! If you don't have time or the brainpower, it's okay to say no to things!



### 07.

Don't take breaks that turn into vacations. It's okay to pace yourself, but make sure to keep your end goal in mind.



### 08.

Don't get wrapped up in unnecessary details. Focus on the big picture and edit later.



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