

# 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.

