

## MY TIME WASTERS

What are your time wasters? If you waste valuable time do you remember to reschedule it later in the week? Place a check beside your biggest time wasters...then promise to eliminate those from your daily life and practice effective time management!

- \_\_\_\_\_ Interruptions, drop-in visitors, unplanned conversations
- \_\_\_\_\_ Lack of objectives, deadlines, priorities
- \_\_\_\_\_ Cluttered desk, personal disorganization
- \_\_\_\_\_ Attempting too much at once
- \_\_\_\_\_ Unrealistic time estimates
- \_\_\_\_\_ Procrastination
- \_\_\_\_\_ Inability to say "NO!"
- \_\_\_\_\_ Lacking self-discipline - not carrying through with plans
- \_\_\_\_\_ Constantly switching priorities
- \_\_\_\_\_ Failure to listen carefully to assigned tasks
- \_\_\_\_\_ Not doing "first things first"
- \_\_\_\_\_ Not using short blocks of time constructively
- \_\_\_\_\_ "Breaks" which turn into "vacations"
- \_\_\_\_\_ Duplicating effort - staring over, losing material, poor note-taking
- \_\_\_\_\_ Watching too much television
- \_\_\_\_\_ Poor sleeping patterns



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