

## 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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