

TIME WASTERS

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| <ul style="list-style-type: none">○ social media○ unmotivated○ priorities/ lack of planning○ unorganized and cluttered work space○ surfing the web○ distractions internal/external○ doing other people's jobs○ doing too many things○ doubt○ eating/snacking○ excessive daydreaming○ television○ excuses○ failure to delegate○ failure to listen○ fatigue○ gaming○ getting stuck in emotions○ gossip○ headaches○ housework○ inability to say "no"○ indecision○ inefficiency○ interruptions○ junk mail and e-mail○ lack of authority○ lack of deadlines○ lack of direction/purpose and objectives○ lack of internal support○ lack of knowledge○ lack of priorities○ lack of response○ lack of self-discipline○ leaving tasks unfinished○ arguments and conflicts○ attempting too much○ avoidance tasks○ cell phones-texting | <ul style="list-style-type: none">○ looking for things○ losing things○ mistakes○ poor attitude○ not enough time○ not learning lessons○ outside activities○ over-analysis○ over-planning○ hanging out with friends○ peer demands○ perfectionism○ personal disorganization○ pets○ poor attitude○ poor communication○ poor decision making○ poor focus and concentration○ poor planning○ poor time management○ prefer to "do it myself"○ preoccupation○ procrastination○ reading unnecessary material○ redoing something○ reluctance to delegate○ running errands○ scattered mind○ shopping○ sickness○ slow reading○ socializing○ spreading yourself too thin○ stress○ too much work to do○ unplanned projects○ always reacting○ taking breaks○ being overwhelmed |
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TIME SAVERS

- Break big projects into small parts
- Do not overschedule
- Learn to say “NO”
- Make To-Do-Lists
- Plan your week
- Think the Job through before acting
- Learn to delegate
- Avoid over commitments-BE realistic
- Concentrate
- Find a quiet place and time to accomplish tasks
- Avoid interruptions
- Prioritize tasks
- Do difficult tasks early in the day
- Take small breaks and exercise to clear head
- Use big blocks of time for big jobs
- Set flexible times aside for emergencies, crisis and interruptions
- AVOID PERFECTIONISM! Minimize routine tasks-only give them time they deserve
- Turn cell phones and computers off or on silent and away from your work area
- Turn TV and music off
- Make sure to eat and stay hydrated.
- Learn to delegate
- Make goals
- Set time limits for making decisions and then act
- Make monthly and weekly schedules.
- Avoid sleep deprivation
- Have a positive attitude
- Establish a quiet hour or hours for you to accomplish tasks
- Avoid marathon studying or cramming
- Motivate yourself and set a REWARD up for completing the task on Time
- Avoid multi- tasking

ADD YOUR OWN