

# Time wasters

Research into time use has identified the following four areas as the most common sources for time wasters.

Use the list to to identify your time wasters, discover their cause and decide which are the most important. Then plan how to eliminate them.

## 1. Internal

- Fear of failure
- Low self esteem
- Fear of making a wrong decision
- Lack of urgency
- Inability to say No
- Self doubt
- Out of balance with your desire and belief system
- Dreaming without action

## 2. Lack of planning

- Lack of written goals
- Snap decisions
- Attempting too much
- Failure to break priorities into smaller manageable parts
- Lack of plan for meeting goals
- Lack of daily priorities
- Shifting priorities (jumping from one to another)
- Poor crisis management
- A lack of dated check points to assess progress
- Poor use of "waiting time"
- Making time estimates unrealistically low

## 3. Lack of self-management

- Biting off more than you can chew
- Lack of delegation (trying to do everything yourself)
- Perfectionism
- Socialising
- Failure to listen or take notes
- Haste or impatience

## 4. Lack of control over the work environment

- Telephone interruptions
- Drop-in visitors
- Paper work, red tape, too many memos
- Meetings (high frequency, low quality)
- Incomplete, unclear or delayed information
- Confused responsibility and authority
- Over control by boss or bosses