# TIME WASTERS

- 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

- 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
## 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 overcommitments-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**