

Time Wasters

- Lack of delegation
- Procrastination
- Lack of planning, scheduling, organization
- Trouble getting started in mornings
- Over extended coffee breaks & lunches
- Idle time, talk, daydreaming
- Sorting & dispensing with mail
- Searching for files & information
- Reading magazines, junk mail
- Shuffling papers
- Proofreading and signing letters
- Constant checking on employees
- Spending time on non priority tasks
- Inter-office travel
- Too long on telephone
- Re-writing memos & letters
- Martini lunches
- Lack of written goals
- Inability to say "no"
- Holding unnecessary meetings
- Relying on mental notes
- Delaying distasteful tasks
- No "Quiet Hour"
- Not using prime time for priority work
- Not utilizing waiting time & travel time
- Filing too much, throwing out too little
- Self interruptions
- Not utilizing forms
- Indecision
- Allowing constant interruptions by others
- Writing instead of phoning
- Inefficient office layout
- Insisting on knowing all & seeing all
- Not keeping secretary/assistant advised of appointments & meetings
- Not having facts, telephone numbers at hand
- Unclear communication
- Not taking advantage of time savings gadgets
- Too much attention to detail, perfectionism
- No daily plan
- No self-imposed deadlines
- Leaving tasks unfinished & starting new ones
- Allowing upward delegation
- Doing other people's work
- Not effectively training staff
- Firefighting
- Preoccupation with problems
- No follow up system
- Not actively listening
- Too much time on personal & outside activities
- Poor attitude toward the job
- Worry, lack of confidence
- Lack of procedures
- Failure to use dictation equipment
- Poor Writing skills
- Absentmindedness