

Time Wasters

Put a check mark next to the ones that apply to you.

- Telephone Calls
- Emails
- Interruptions / unexpected drop-in visitors
- Crisis management (constant/ongoing)
- Meetings
 - Spontaneous or unscheduled meetings
 - Meetings that have no objectives
- Paper pushing / poor filing systems
- Unfinished business
- Personal disorganization
 - Cluttered desk
 - Time spent looking for misplaced items
- Working on things in the order of their arrival
- Inability to say “NO” (over-commitment/over-involvement)
- Inability to delegate (when appropriate)
- Procrastination (yours / others’)
- Perfectionism (yours)
- Inability to make decisions
- People who make you wait
- No objectives, priorities or daily plans
- Haste/impatience (re-work)
- Duplication of effort
- Inadequate equipment or facilities

If you checked off any of the above our Management Essentials program would be perfect for you! To get more information [click here](#).