Are You Wasting Time?

Are you using your time wisely and accomplishing most of what you strive for? Completing the exercise below may help you gain insight into how you may be wasting time. Read through the list and check the items that pertain to you. If you waste time in a way not shown, go ahead and add it to the list.

\_\_\_ 1. Interruptions; drop-in visitors; unplanned activities; chitchat

\_\_\_ 2. Too many meetings-scheduled or not (yes, some are a waste!)

\_\_\_ 3. Messy work/study area-disorganized materials; desk hide and seek

\_\_\_ 4. Biting of more than you can chew-getting overly involved

\_\_\_ 5. Lack of priorities-not doing the most important things first

\_\_\_ 6. Not completing one task at a time-study leapfrog

\_\_\_ 7. Lack of accurate planning of time necessary to complete tasks

\_\_\_ 8. Taking too many “breaks” while studying

\_\_\_ 9. Failure to establish goals, time frames, and “drop-dead” lines

\_\_\_ 10. Procrastinating-putting off till tomorrow, next week, next month

\_\_\_ 11. Obsessive/compulsive concern with minutia that don’t count

\_\_\_ 12. Too much socializing with friends on the spur-of-the-moment

\_\_\_ 13. Lack of self-discipline-can’t force yourself to buckle down.

\_\_\_ 14. Confusion about what is to be done because you didn’t listen well

\_\_\_ 15. Spending too much time “devising” great methods of studying, planning, and organizing instead of actually doing them

\_\_\_ 16. Inability to say “no”

\_\_\_ 17. The “curse of the wandering mind”-daydreaming/fantasizing when you should be working/studying

\_\_\_ 18. Trying to catch up on sleep missed because of poor time management

\_\_\_ 19. “Game fever”-too many video, billiards, card games, ect.