

## My Common Time Thieves

What are the “thieves” that steal your time? Look at the list and check the factors that slow you down.

- |                       |                          |                                 |                          |                                    |                          |
|-----------------------|--------------------------|---------------------------------|--------------------------|------------------------------------|--------------------------|
| Putting things off    | <input type="checkbox"/> | Indecision                      | <input type="checkbox"/> | Waste time looking for things      | <input type="checkbox"/> |
| Worry                 | <input type="checkbox"/> | Poorly run meetings             | <input type="checkbox"/> | No routine                         | <input type="checkbox"/> |
| Unscheduled meetings  | <input type="checkbox"/> | Lack of delegation              | <input type="checkbox"/> | Cannot say no                      | <input type="checkbox"/> |
| Idle talk             | <input type="checkbox"/> | Fatigue                         | <input type="checkbox"/> | Being let down by others           | <input type="checkbox"/> |
| Lack of direction     | <input type="checkbox"/> | Perfectionism                   | <input type="checkbox"/> | Unnecessary phone calls.           | <input type="checkbox"/> |
| Inadequate planning   | <input type="checkbox"/> | Unclear goals                   | <input type="checkbox"/> | Dealing with junk e-mail           | <input type="checkbox"/> |
| Time on the phone     | <input type="checkbox"/> | Doing others' work              | <input type="checkbox"/> | Wasted online time                 | <input type="checkbox"/> |
| Forgetting things     | <input type="checkbox"/> | Not using prime time            | <input type="checkbox"/> | Uninvited visitors                 | <input type="checkbox"/> |
| Not listening         | <input type="checkbox"/> | Having to say it all over again | <input type="checkbox"/> | Overlong chats                     | <input type="checkbox"/> |
| No written goals      | <input type="checkbox"/> | Poor communication from others  | <input type="checkbox"/> | Moving from one crisis to the next | <input type="checkbox"/> |
| Checking up on others | <input type="checkbox"/> | Long lunches                    | <input type="checkbox"/> | Shuffling paper                    | <input type="checkbox"/> |
| Not setting deadlines | <input type="checkbox"/> | Not using time saving devices   | <input type="checkbox"/> | Starting jobs and not finishing    | <input type="checkbox"/> |