

# COACHING TIP

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## COMMON TIMEWASTERS

Listed below are some common timewasters. As we think about the new year and what we want to accomplish, how we invest our time will determine, to a large degree, the outcome of our efforts. Check the timewasters that you'd like to work on and set a goal to improve one of them a month. At the end of 2006, you will have made significant progress on eliminating 12 timewasters. Good luck.

- Attempting too much
- Procrastination; delaying distasteful tasks
- Indecision
- Unclear communication
- Perfectionism; too much attention to detail
- Preoccupation with problems
- Not actively listening
- Excessive socializing
- Lack of, or ineffective, delegation
- Constant checking on employees
- Inability to say "no"
- Unnecessary or unproductive meetings
- Allowing constant interruptions by others
- Insisting on knowing all and seeing all
- Assistant not aware of changes in schedule
- Allowing upward delegation
- Doing other people's work
- Not effectively training staff
- Firefighting (80% of "Crisis Management" events are preventable)
- Insufficient planning, scheduling, or organizing
- Relying on mental notes
- Not effectively utilizing waiting time and travel time
- Inefficient office layout
- Facts, phone numbers, and other vital information not at hand
- No daily plan
- No self-imposed deadlines
- No follow-up system
- Lack of procedures
- Not using prime time for priority items
- Spending time on low-priority items
- Lack of written goals or poorly defined goals
- Not enough "Quiet Time"
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