

COACHING TIP

From Rex C. Houze

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"
- _____
- _____
- _____