

Self Analysis in Time Wasters

Activity: Consider the following Time Wasters and check the ones that apply to you
If “Yes” then Please Tick ✓

Sr. No.	Self –Discipline	Tick
1	<i>Not making daily “to-do” list?</i>	
2	<i>Never Set goals / deadlines?</i>	
3	<i>Not able to prioritize the goals.</i>	
4	<i>Set goals / deadlines but do not stick to them.</i>	
5	<i>Move around, socializing too much</i>	
6	<i>Low level of concentration, get easily distracted</i>	
7	<i>Try to do more than one thing at a time</i>	
8	<i>Get involved in everything</i>	
9	<i>Mostly do not do the most important work during peak energy</i>	
10	<i>Very indecisive, postponing decisions</i>	
11	<i>Procrastination in doing what needs to be done, the things</i>	
Can’t say No		
12	<i>Like to help others</i>	
13	<i>Fear of hurting people</i>	
14	<i>Accept unrealistic deadlines</i>	
15	<i>Cannot get rid of callers or visitors quickly</i>	
Bogged Down		
16	<i>Can’t Delegate</i>	
17	<i>Unclear job definition</i>	
18	<i>Others cannot manage my work if I am absent</i>	
19	<i>Frequent late hours in the office</i>	
20	<i>Accumulate too much paper to be attended to</i>	
21	<i>Handle the same paper again and again</i>	
22	<i>Forget things</i>	
23	<i>Badly organized</i>	
24	<i>Messy environment, unclean desk</i>	
25	<i>Slow at writing letters and reports</i>	
26	<i>Lengthy unstructured telephone calls</i>	
27	<i>No system for controlling telephone conversations</i>	
28	<i>I am a perfectionist</i>	

If “Yes” then Please Tick ✓

Sr.	Self–Discipline	Tick
Poorly managed meetings		
29	<i>Meetings outside/inside including one-to-one, badly done</i>	
30	<i>No agenda or time frame</i>	
31	<i>Not punctual for meetings</i>	
32	<i>No clear objectives agreed at the start</i>	
	<i>Wrong people invited to meetings</i>	
33	<i>Meetings stray off the subject</i>	
34	<i>Failure to listen</i>	
35	<i>Can't get your point across</i>	
36	<i>People don't listen</i>	
37	<i>No conclusions or actions decided at end of meeting</i>	
38	<i>Badly chaired</i>	
39	<i>Poor attitudes</i>	
Systems And Procedures		
40	<i>Untidy work</i>	
41	<i>Forget things</i>	
42	<i>Messages not passed/received</i>	
43	<i>Don't know your manager's daily/weekly priorities</i>	
44	<i>Don't know who does what in other departments</i>	
45	<i>Always looking for things</i>	
46	<i>Don't know whose work to do first</i>	
47	<i>Always feeling tense and hard-pressed for time</i>	
48	<i>People do not know the best time to approach you</i>	
49	<i>Do not have the required authority</i>	
Poor Communication		
50	<i>You only think about it after the event</i>	
51	<i>Not aware of the other's need for information</i>	
52	<i>Other departments don't show interest in your problems</i>	
53	<i>Never get an answer</i>	
54	<i>No time to communicate with others</i>	
55	<i>Assume that people understand your motives</i>	