

## Time Wasters Identification

Personal Behaviour	Big Problem	Often problem	Seldom problem	Behaviour Change Options
Not setting goals				
No daily plan				
Priorities unclear or changing				
Leavings tasks unfinished				
No self-imposed deadlines				
Unrealistic time estimates				
Personal disorganisation/cluttered desk				
Duplication of effort				
Confused responsibility and authority				
Ineffective delegation				
Lack of motivation				
Not managing conflict				
Telephone/Text interruptions				
Drop-in visitors				
Lack of self-discipline				
Too many interests				
Inability to say "no"				
Under/unclear/over-communicating				
Failure to listen				
Socialising				
Snap decisions				
Indecision/procrastination				
Social Media				

### ***Ensuring Time Management Works***

- *Work on Communication*
- *Apply Assertive Behaviours*
- *Understand Decision-Making Methods*