

Time Wasters – Questionnaire

Read the list of common “time-wasters” (a – j below) and tick all those that apply to you, then identify your “top 3” timewasters.

	Time Waster	Top 3 timewasters	I will take the following steps to try to overcome this
a)	Attending meetings that have: unclear purpose/no conclusion/no follow-up/no agenda (or agenda not followed)/poorly chaired/no action points or timescales agreed/interruptions such as participants taking mobile ‘phone calls		
b)	Spending <i>too much</i> time on the telephone because conversations go on too long on irrelevancies, purpose of call is unclear, inability to end ‘phone call, the telephone call has interrupted key work		
c)	Spending <i>too much</i> time on low priority matters because priorities are unclear, planning takes time or sticking to planned work requires self-discipline		
d)	Spending time doing the wrong things or puzzling what is wanted because of lack of clarity at outset		
e)	A tendency to postpone unpleasant or difficult tasks or to put off larger jobs or project work		
f)	Everything is urgent owing to lack of priorities, lack of forward planning or others simply making unreasonable demands		
g)	Inability to say “no” to extra work, (thereby causing problems) due to a desire to be helpful or fear of causing offence or appearing difficult		
h)	Too many interruptions because people ask for things when they should ask someone else (my colleagues or juniors)		
i)	Interrupted by colleagues or juniors because they feel they have to ask my opinion or approval or simply feel like chatting		
j)	Waiting for other people to finish ‘phone call/meeting or because they take calls/other interruptions during your scheduled meetings		
<p>Identify any other time-wasters of your own making (e.g. untidy desk, failure to plan ahead) or external time-wasters (e.g. client takes ‘phone call during meeting, being interrupted by colleagues)</p>			
k)			
l)			
m)			
n)			