

# TOP TIME WASTERS

## INTERNAL

1. Procrastination
2. Failure to delegate
3. Unclear objectives
4. Failure to set priorities
5. Crisis management
6. Failure to plan
7. Poor scheduling
8. Lack of self-discipline
9. Attempting too much at one time
10. Lack of relevant skills

## EXTERNAL

1. Telephone interruptions
2. Meetings
3. Visitors
4. Socializing
5. Lack of information
6. Excessive paperwork
7. Communication breakdown
8. Lack of policies & procedures
9. Lack of competent personnel
10. Red tape