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