


































B8 Time wasters: a checklist

Time wasters: a checklist

  	No goals/aims or they are unclear; no set priorities or changing priorities.
  	Unrealistic or no taxation of time .
  	Trying to do too much at the same time (fragmentation of activities).
  	Not being assertive , not being able to say 'no'.
  	Bad organisation of work, study and private life and their interaction over time.
  	Capability of keeping an appropriate diary .
  	You always postpone things.
  	Lacking personal efficiency in the organisation of files, diary and/or desk.
  	You are not capable of preventing problems from appearing.
  	You have no insight into your ' most productive hours ' during the day.

 (not at all),  (a little),  (a lot).