

Top 40 Timewasters

1. Lack of Objectives/priorities/planning
2. Crisis management, shifting priorities
3. Attempting too much at once and setting unrealistic time deadlines
4. Travel/waiting for appointments
5. Haste/impatience
6. Personal disorganisation/clutter desk
7. Confused responsibility and authority
8. Duplication of effort
9. Multiple bosses
10. Paperwork/red tape/reading
11. Poor filing system
12. Inadequate equipment/facilities
13. Emails
14. Untrained/inadequate staff
15. Under/overstaffed
16. Absenteeism/tardiness/high staff turnover
17. Personnel with problems
18. Over-dependent staff
19. Ineffective delegation
20. Lack of motivation/indifference
21. Lack of co-ordination/team-work
22. Telephone interruptions
23. Drop in visitors
24. Inability to say "No"
25. Incomplete/delayed information
26. Lack of self-discipline
27. Leaving tasks unfinished
28. Lack of standard/controls/progress reports
29. Visual distractions/noise
30. Over control
31. Not being informed
32. People not available for discussion
33. Meetings
34. Lack of clear communication/instructions or unclear communication/instructions
35. Socialising/idle conversation
36. "Memoritis"/over- communication
37. Failure to listen
38. Procrastination/indecision
39. Wanting all the facts
40. Snap decisions