

TIME MANAGEMENT: TIME WASTER SURVEY

Have you ever “lost” an hour? Have you ever wished you could get time back?

To find out where your times goes, check off the “time wasters” (listed below) that apply to you:

SELF-IMPOSED TIME WASTERS (YOU DO THESE TO YOURSELF)	SYSTEM-IMPOSED TIME WASTERS (SOMEONE/THING ELSE DOES THESE TO YOU)
<input type="checkbox"/> Visiting with friends <input type="checkbox"/> Talking on the phone <input type="checkbox"/> Listening to music <input type="checkbox"/> Watching TV <input type="checkbox"/> Email, MySpace, Facebook, YouTube <input type="checkbox"/> Daydreaming <input type="checkbox"/> Not being able to say no <input type="checkbox"/> Worrying <input type="checkbox"/> Alcohol/recreational drugs <input type="checkbox"/> Not following the instructions <input type="checkbox"/> Making avoidable mistakes <input type="checkbox"/> Poor reading/study skills <input type="checkbox"/> Poor concentration <input type="checkbox"/> Lack of planning <input type="checkbox"/> Computer games/video games <input type="checkbox"/> Other:	<input type="checkbox"/> Over-long visits <input type="checkbox"/> Phone interruptions <input type="checkbox"/> Music/noise in the area <input type="checkbox"/> Waiting/delays <input type="checkbox"/> Roommate problems <input type="checkbox"/> Unclear assignments <input type="checkbox"/> Too many demands <input type="checkbox"/> Other people’s problems <input type="checkbox"/> Mechanical failures <input type="checkbox"/> Illness or fatigue <input type="checkbox"/> Lack of authority <input type="checkbox"/> Emergencies <input type="checkbox"/> Family <input type="checkbox"/> Meetings <input type="checkbox"/> Traffic congestion <input type="checkbox"/> Other:

The one time waster that has the most **NEGATIVE** consequences for me is ...

I am willing to reduce the time I waste on this activity: YES NO

If YES, I am willing to reduce the time I waste on this activity by ...

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