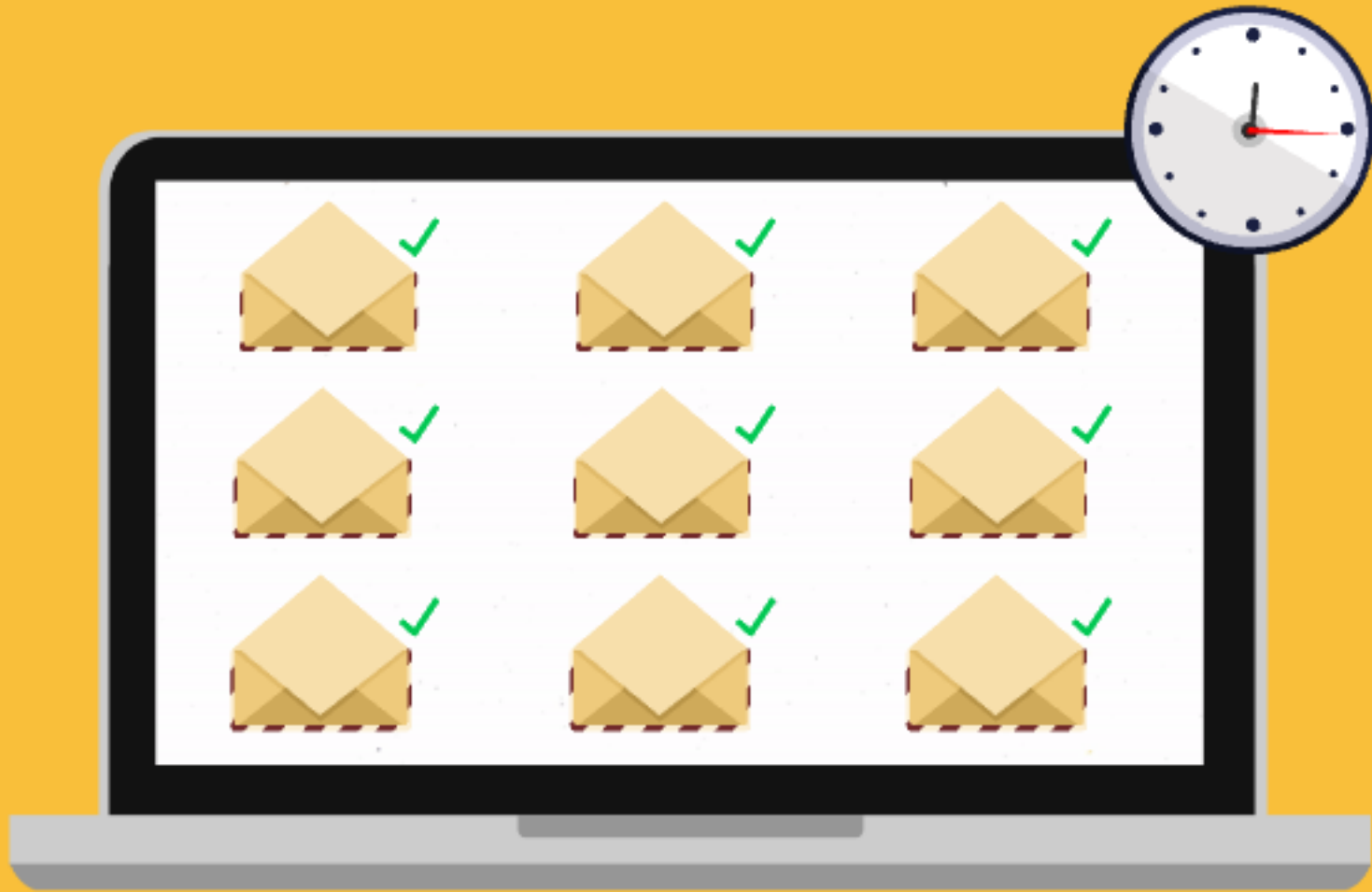


# **Examples of Activities at work that are “Normal” but Extremely Unproductive**



# Checking E-mail Frequently



- **Wasting a lot of time that doesn't need to be wasted**



# Spending a lot of Time Chatting with Colleagues



- A way to escape from work they don't want to do



# Spending a lot of Time Chatting with Colleagues



- **Used in moderation, it can even help with productivity**
- **Used wrongly and it becomes a tool for procrastination and bad habits**



# Long Breaks for Lunch



- **Lengthen breaks as much as possible to avoid getting back to work**



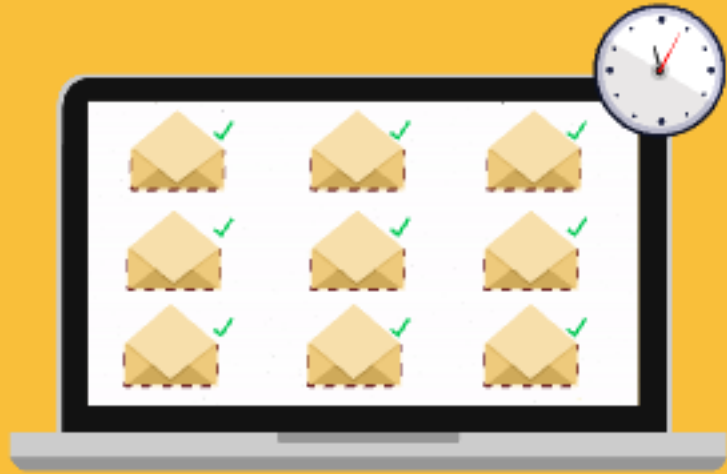
# Clicking through Social Media



- This is a habit that cuts into valuable work hours and should be eradicated altogether







- These habits can cause a lot of issues when they turn into regular habits practiced every day
- More difficult to get the tasks done at work



# **In Summary**

**Activities at work that are “Normal” but Extremely Unproductive:**

- 1. Checking E-mail Frequently**
- 2. Spending a lot of Time Chatting with Colleagues**
- 3. Long Breaks for Lunch**
- 4. Clicking through Social Media**