

A Timewaster's Checklist

Tick the list of factors that you identify as causing you to make inefficient use of your time (your own timewasters). Make notes on what you intend to do about them:

- ☐ Unclear objectives/goals
- ☐ Inadequate information on which to act
- ☐ Postponed decisions by others
- ☐ Procrastination by you and by others
- ☐ Lack of feedback on whether you have done the right thing
- ☐ Routine work
- ☐ Too much reading
- ☐ Interruptions
- ☐ Handphone
- ☐ No time-planning
- ☐ Social media
- ☐ Meetings
- ☐ Lack of competent personnel to work with
- ☐ Lack of delegation
- ☐ Lack of self-discipline
- ☐ Visitors
- ☐ Training new members
- ☐ Lack of priorities
- ☐ Unavailability of people
- ☐ Junk mail
- ☐ Outside demand (i.e. not related to school)
- ☐ Poor organisational system
- ☐ Fatigue
- ☐ Socialising by you and by others involving you
- ☐ Lack of concentration
- ☐ Coffee and tea breaks

- ☐ Unintelligible communications
- ☐ Red tape
- ☐ Pet projects that you spend too much time on because you enjoy them
- ☐ Attempting too much at once
- ☐ Having too many responsibilities in CCA/Club/Society
- ☐ Can't say 'No'
- ☐ Low morale
- ☐ Mistakes
- ☐ Over-optimism (thinking you can do more than is possible)
- ☐ Failure to listen (by you or by others)
- ☐ Responding to urgent rather than the important
- ☐ Confused responsibilities
- ☐ Failure to motivate members
- ☐ Lack of activity or project co-ordination
- ☐ Waiting for decisions
- ☐ Lack of monitoring and review procedures

**List other sources of timewasting that you feel applicable:**

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**What do you intend to do about your timewasters?**

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