



**Top Twenty Time Wasters...circle your top 3 – 5
How will you manage them?**

- Management by Crisis (D/I)**
- Telephone/email interruptions (D/I)**
- Inadequate Planning (D/I)**
- Attempting Too Much (D/I/C)**
- Drop-in Visitors (S/I)**
- Ineffective Delegation (All)**
- Disorganization (I/C)**
- Lack of Self-Discipline (All)**
- Inability to Say No (S/I)**
- Procrastination (All)**
- Meetings (S/C/I)**
- Paperwork (S/C)**
- Tasks Unfinished (S/C/I)**
- Inadequate Staff**
- Socializing (I/S)**
- Confused Responsibility or Authority (S/C)**
- Poor Communication (All)**
- Inadequate Controls/processes (All)**
- Incomplete Information (D/I)**
- Travel**

No B.S. Time Management for Entrepreneurs”; Dan Kennedy