

# Ten Sins of Inefficient Time Management

Independent Executive Senior National Sales Director Arlene Lenarz shares the following ways to overcome obstacles to efficient time management:

|    | <b>The Sin</b>   | <b>The Cause</b>  | <b>The Cure</b>   |
|----|--|---|---|
| 1  | Floundering – failure to focus attention and efforts in a single                                   | Lack of clear-cut goals.  | Crystallize your goals. Write them down on paper.   |
| 2  | Wheel spinning – trying to do something so you’ll feel busy but accomplishing little or noth-      | Getting behind in your work. Trying to assuage your guilt by doing it all at once.                              | Get tough on yourself. List the pros and cons. Write down the possibilities and decide to act!                          |
| 3  | Fire fighting – living in a state of perpetual crisis.   | Neglecting tasks because you don’t have a plan or haven’t set   | Don’t try to solve the problem by frantic activity.   |
| 4  | Vacillation – indecision.  | Failure to weigh the alternatives or consider possibilities.  | Schedule time for planning on a weekly basis.   |
| 5  | Dawdling – drifting, fiddling and daydreaming.   | Failure to keep goals clearly in mind.  | Give yourself a deadline and promise yourself a reward when   |
| 6  | Spraying – diverting efforts to many tasks instead of one; spreading yourself too thin.            | Failure to focus on goals.  | After you’ve written your goals and plans, bring your energy into focus on a single goal or                             |
| 7  | Switching – starting one project and getting diverted to another halfway through.                  | Losing goal/plan focus.   | Persistence. Develop a passion for closure. Don’t let yourself be satisfied until the job is                            |
| 8  | Acquiescing - the inability to say “no” even when you don’t want or have the time to do something. | Usually caused by the desire to please other people. Also caused by guilt, timidity or lack of self-confidence. | Maintain your focus. Learn you don’t have to please everyone. When someone pushes too hard, politely but firmly refuse. |
| 9  | Rehashing – dwelling on past problems or accomplishments.  | Unwillingness to deal with the present.   | Don’t concern yourself with what might have been. Let the past go. Concentrate on what is                               |
| 10 | Perfectionism – unwillingness to compromise; unrealistic ex-                                       | Setting goals too high. Fear of failure.  | Strive for excellence not perfection.   |