

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:

	The Sin	The Cause	The Cure
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.