

# 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



Floundering - failure to focus attention and efforts.

Lack of clear-cut goals.

Crystallize your goals. Write them down on paper.



Wheel spinning - trying to do something so you'll feel busy but accomplishing nothing.

Getting behind in your work. Trying to ease 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!



Fire fighting - living in a state of perpetual crisis.

Neglecting tasks because you don't have a plan or haven't set your schedule.

Don't try to solve the problem by frantic activity.



Vacillation - indecision.

Failure to weigh the alternatives or consider the possibilities.

Schedule time for planning on a weekly basis.



Dawdling - drifting, fiddling and daydreaming.

Failure to keep goals clearly in mind.

Give yourself a deadline and promise yourself a reward when you reach it.

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Spraying - diverting efforts to more than one task. Spreading yourself too thin.

Failure to focus on goals.

After you've written your goals/plans, concentrate your energy on one at a time.



Switching - starting one project and getting distracted by another.

Losing goal/plan goals.

Persistence. Develop a passion for closure. Don't let yourself be satisfied until the job is done.



Acquiescing - the inability to say "no" even when you don't have the time for it.

Usually caused by the desire to please other people. Also caused by guilt, timidity or lack of self-confidence

Maintain your focus. Understand that you don't have to please everyone. Polite refusal is key.



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, and focus on the future.



Perfectionism - unwillingness to compromise; unrealistic expectations.

Setting goals too high. Fear of failure.

Strive for excellence, not perfection.

