

Time Loss Assessment

Review the following table and rate each item on a scale of 0-3, with '0' being no time loss and '3' being most time loss.

Cause	0	1	2	3
Interrupted by the telephone or 'pop-up' messages				
Constantly shifting priorities; not being able to stick to a plan				
Lack of clear goals, outcomes, priorities and/or milestones to be achieved				
Underestimating tasks or over-committing to others				
Being involved in detailed tasks that could be delegated				
Lack of clear definition of roles and responsibilities				
Inadequate access to relevant information (no or limited access; delays in receiving information; inaccurate information, etc.)				
Doing things that aren't really part of your job				
Getting "side-tracked" because of socializing (including social media)				
Checking/reading emails constantly				
Avoiding tasks that require a "stretch"; falling back into doing tasks that are easy but may not yield high results				
Meetings: Too many, too long, wrong topics covered				
Visitors dropping in without appointments				
Doing work that may not be used profitably				
Too much time spent on others' problems or "confirming" decisions they could make on their own				
Inadequate tools (e.g., bad equipment, wrong software, etc.)				
Time spent on rework (e.g. doing essentially the same task again for different people or correcting mistakes)				
Lack of planning (not reviewing work for the following day or week, etc.)				
Indecision and procrastination				
Disorganization (e.g. cluttered desk, losing things, etc.)				

After completing the table on the previous page, review the list again. Think about your highest rated items. Are they similar? Widely varied? Caused by others or yourself?

Of the items that you rated the highest on time loss, what would you say are the top five items that impact you the most?

1	
2	
3	
4	
5	

For each item, think about when/with whom this typically happens (think about people/tasks/situations):

1	
2	
3	
4	
5	

How could you change your behavior for each item? What actions could you take to improve your time management skills in the future?

1	
2	
3	
4	
5	