

Time Stealers

How much time do you spend each day on the following time stealers?

Time Stealer	Average Time Per Day
1. Watching TV	1. _____
2. Reading newspapers	2. _____
3. Reading Magazines	3. _____
4. Idle chatter or gossip	4. _____
5. Opening or sorting mail	5. _____
6. Returning telephone calls	6. _____
7. Lengthy telephone calls	7. _____
8. Meetings of committees at work or in the community	8. _____
9. Paying bills compulsively	9. _____
10. Daydreaming	10. _____
11. Fretting over personal problems	11. _____
12. Caught in slow commuter traffic in your car or on a bus	12. _____
13. Planning how to change things (paralysis or analysis)	13. _____
14. Waiting in long lines (in car or on foot)	14. _____
15. Taking naps excessively	15. _____
16. Eating snacks between meals	16. _____
17. Smoking (cigarettes, cigars, or pipes)	17. _____
18. Drinking alcoholic beverages	18. _____
19. Shopping for unnecessary items	19. _____
20. Wagering money (card games, race track, gambling casino, foot ball pools, etc.	20. _____

You can create time by realistic scheduling and by the elimination of low priority tasks.

You can establish priorities that highlight your most important goals, allowing you to base your decisions on what is important to you and what is not.

