

Identifying & Conquering Time Wasters

The 20 Biggest Time Wasters

from *The Time Trap* by Alec Mackenzie

1. Management by Crisis
2. Telephone Interruptions
3. Inadequate Planning
4. Attempting Too Much
5. Drop-in Visitors
6. Ineffective Delegation
7. Personal Disorganization
8. Lack of Self Discipline
9. Inability to Say "No"
10. Procrastination
11. Meetings
12. Paper Work
13. Unfinished Tasks
14. Inadequate Staff
15. Socializing
16. Confused Authority
17. Poor Communication
18. Inadequate Controls
19. Incomplete Information
20. Travel

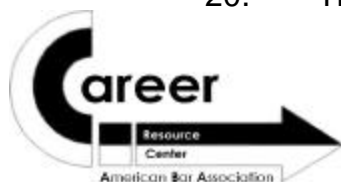
5 Additional Time Wasters

from *Time Management By The Numbers: Essential Principles Lawyers Need to Know*

1. Disorganized Desk/Office
2. In Person Interruptions
3. Long/Unnecessary Meetings
4. Latecomers
5. Needless Office Gossip

6 Efficiency Enhancers

1. Employ the "One-Touch Approach"
2. Batch routine tasks—email/phone calls
3. Avoid scheduling back-to-back meetings all day
4. Use a tickler file on a daily basis
5. Write things down, to free your brain, cut anxiety, and leave nothing to memory
6. Stay busy
 - Keep work with you at all times ("To Read"/"Quick Project" Folder)
 - Schedule activities: Professional and personal nature (include short term and strategic)



Visit the ABA Career Counsel website: www.abanet.org/careercounsel
to order the *Time Management By the Numbers* audiotape.