

Discovering Time Sucks in Your Life Checklist

Use the following quick reference sheet to reduce time sucks in your life.

Things to Take Immediate Action On

- Start setting goals for all areas of your life
- Incorporate the things most important to you into your daily schedule
- Organize your life and systematize what you can
- Start delegating things that don't need your personal attention
- Set boundaries in all areas of your life. Learn to say "no".
- Get plenty of rest to ensure you are focused
- Practice deep breathing to improve your focus.

Time Wasters Are

- Things you procrastinate on
- Things that create a bottleneck effect
- People and things that cause you to lose focus
- Things that are not considered important
- Things that do not align with your goals
- Things that do not deliver positive results that get you closer to your goals
- People or tasks that cause more stress than they are worth

Check Your Attitude

- Be brutally honest about how you're spending your time
- Be open to making positive changes
- Organize your tasks into most important to least important
- Be realistic with your schedule
- Stop feeling guilty because you cannot do everything others ask of you.
- Be mindful of your time

Discovering Your Time Sucks Worksheet

Discovering where your time is going is the first step to finding more time for what's important. Use this worksheet to discover the things sucking your time.

What tasks do you find yourself procrastinating to complete or that never get finished?

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What can you do differently to get these accomplished? Could you hire someone to help you? Could you scratch some things off your list that maybe aren't really important?

Where are the bottlenecks in your day?

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What can you do differently to reduce the bottleneck effect?

Are there times throughout the day where you lose track of time? If so, what are you doing that makes you lose track?

For tasks you dislike doing, ask yourself why you are doing them. Are they necessary, do they align with your goals? Will they deliver positive results that get you closer to your goals?

Now, write down all the tasks that do not fit with the above criteria so that you can find a way to remove them from your life.

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What outside sources distract you from getting things accomplished?

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What can you do differently to reduce or eliminate these distractions?
