12 Common Time Management Mistakes

Organization Work Time Management



- [ ] Not Planning Your Projects
- [ ] Not Having a To-Do List
- [ ] You're Not Delegating
- [ ] Being a Yes' Person
- [ ] Being Obsessed with hours Spent Rather than Work
- [ ] Taking Care of the Small Stuff first
- [ ] Not taking It one Job at a time
- [ ] Skipping breaks
- [ ] Not Revisiting Your Strategy
- [ ] Not Setting Goals
- [ ] Using Technology for the Sake of it
- [ ] Managing time, Not Results

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