

31 Time-Wasters You Should Avoid

Since time is one of the most precious resources you have, take a look at these 31 time-wasters you should avoid and learn what you should do instead.



- ☐ Having no time boundaries
- ☐ Constantly checking emails
- ☐ Deciding on trivial tasks
- ☐ Distractions
- ☐ Inability to say "no"
- ☐ Unnecessary meetings
- ☐ Multi-tasking
- ☐ Fear
- ☐ Having no system or action plan
- ☐ Indecisiveness
- ☐ Disorganization
- ☐ Using tools inefficiently
- ☐ Doing something inefficiently
- ☐ Doing everything yourself
- ☐ Comparing yourself to others
- ☐ Trying to please everyone
- ☐ Aiming for perfection

- ☐ Touching things twice
- ☐ False starts
- ☐ Repeating the same tasks
- ☐ Repeating the same mistake
- ☐ Continuing to do something that is no longer beneficial
- ☐ Constantly checking stats
- ☐ Spending too much time for entertainment
- ☐ Poor health habits
- ☐ Neglecting rest
- ☐ Inefficient learning
- ☐ Implementing new systems
- ☐ Holding on to the past
- ☐ Lack of motivation
- ☐ Not having a goal

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