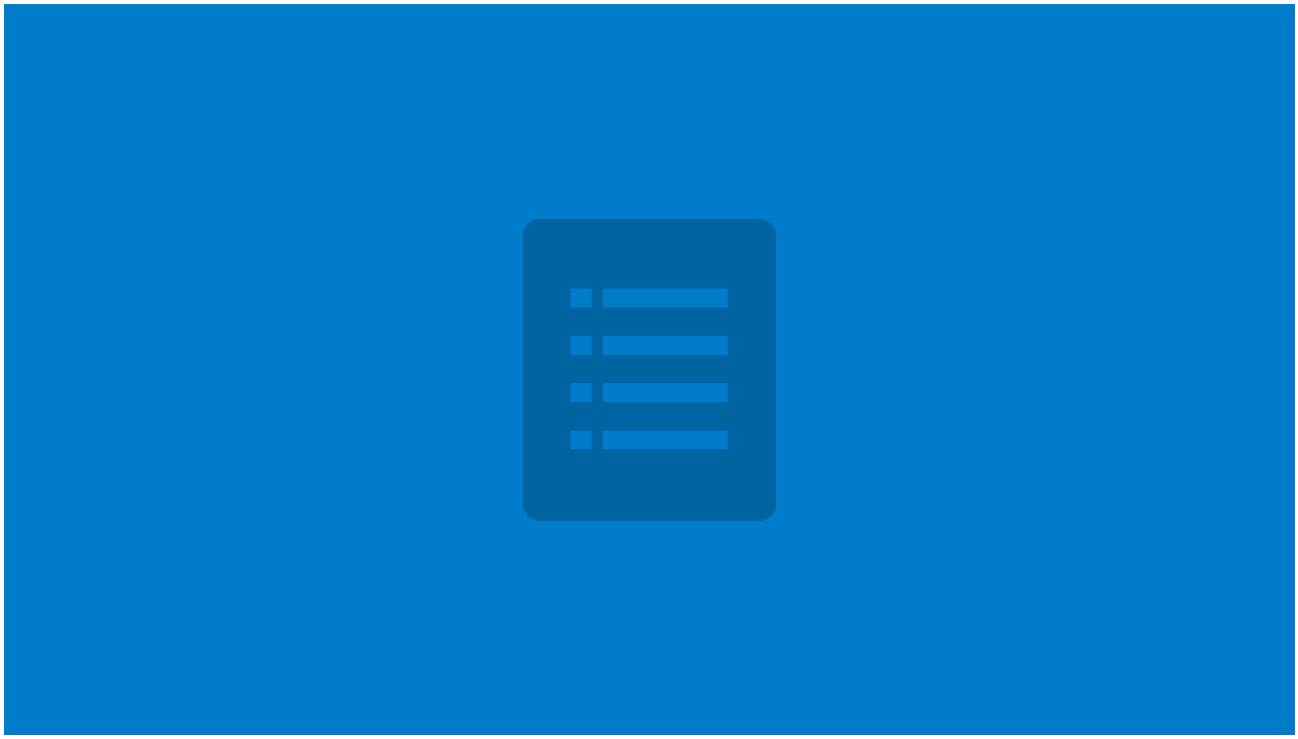
# 31 Time-Wasters You Should Avoid

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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