

# Habits and Individual Time Wasters

Efficiency

What is the first thing you do every morning? Many people grab their mobile device to check emails and social media before they even roll out of bed. Is this a helpful habit? Only you know the truth to that.

Time wasters are a type of habit. They are activities that get in the way of your productivity, minimising achievement and success. They contribute to procrastination, and they can be subconsciously driven.

**Procrastination is the bad habit of putting off until the day after tomorrow what should have been done the day before yesterday.**

Napoleon Hill

Self-awareness is your most fundamental requirement for success! Reflecting on your behaviour and auditing your behaviour, routines and habits helps you identify and reduce individual time wasters.

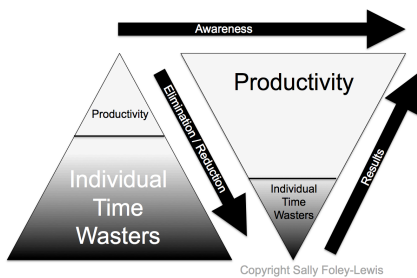
There are two types of time wasters. External time wasters are those activities that impact you but you cannot always control: you can influence them, though. Individual time wasters impact your personal productivity because they are the activities you have total control over. You can start, modify or stop them at any time: with decision, discipline and determination. Both types of time wasters do not serve you well.

Research from CareerBuilder, 2014, shows one quarter of workers spend at least an hour a day on personal emails, texts and calls.

This is just the tip of the time-wasting iceberg. There are numerous ways in which people can waste their time, and they vary wildly. Can you list yours?

Time wasters and habits are related because a time waster can easily become a habit if repeated enough. Time wasters happen for a myriad of reasons, such as boredom, lack of focus, waiting for someone or something and avoiding something, to name a few.

Audit yourself: make a list your time wasters. No one else needs to see the list; it's purely for your eyes only. Once you identify the activities that do not serve you, you can act to eliminate or control them.



If your list overwhelms you, let it motivate you to be more productive. If your time wasters are driven by boredom, then look at finding ways to build in more challenge and excitement into your role. Discuss this with your head of department or principal. Identify what triggers you to engage in your time waster.

Does putting the kettle on for a cuppa serve as a delaying tactic to doing a task? Time wasters can become unconscious habits.

There are numerous applications and programs you can download that block, delete or minimise your access to social media and email if these trigger time wasting for you. Time is a precious commodity. Ensure you use it well.

## Key points

Time wasters are a type of habit.

Self-awareness is fundamental productivity success!

You can control your personal time wasters.

Decision, discipline and determination are keys to productivity.

You may not rid but you can influence environmental time wasters.



## Sally Foley-Lewis

[www.SallyFoleyLewis.com](http://www.SallyFoleyLewis.com)

Sally is a productive leadership expert. Boosting **productivity** by helping dedicated professionals, teams and managers to achieve their goals and master their **leadership** skills. Sally has helped thousands to achieve more, reduce stress and take back time. Check out her latest book **The Productive Leader**. Book her for your next team day.