

## Where does your time go?

Have you ever “lost” an hour? Have you ever wished you could get time back?

To find out where your time goes, check off the “time wasters” (listed below) that apply to you.	
Self-Imposed Time Wasters <i>(You’re in Control)</i>	System-Imposed Time Wasters <i>(Because “life happens”)</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Playing on your phone</li> <li><input type="checkbox"/> Listening to music</li> <li><input type="checkbox"/> Watching Netflix/TV</li> <li><input type="checkbox"/> Facebook, Snapchat, Twitter, Instagram</li> <li><input type="checkbox"/> Daydreaming</li> <li><input type="checkbox"/> Not being able to say no</li> <li><input type="checkbox"/> Worrying</li> <li><input type="checkbox"/> Alcohol/recreational drugs</li> <li><input type="checkbox"/> Not reviewing instructions thus making avoidable mistakes</li> <li><input type="checkbox"/> Poor reading/study skills</li> <li><input type="checkbox"/> Poor concentration</li> <li><input type="checkbox"/> Lack of planning</li> <li><input type="checkbox"/> Video games</li> <li><input type="checkbox"/> Other:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Over-long visits</li> <li><input type="checkbox"/> Phone interruptions</li> <li><input type="checkbox"/> Music/noise in the area</li> <li><input type="checkbox"/> Waiting/delays</li> <li><input type="checkbox"/> Roommate challenges</li> <li><input type="checkbox"/> Unclear assignments</li> <li><input type="checkbox"/> Too many demands</li> <li><input type="checkbox"/> Other people’s challenges</li> <li><input type="checkbox"/> Mechanical failure</li> <li><input type="checkbox"/> Illness or fatigue</li> <li><input type="checkbox"/> Emergencies</li> <li><input type="checkbox"/> Family</li> <li><input type="checkbox"/> Meetings</li> <li><input type="checkbox"/> Traffic congestion</li> <li><input type="checkbox"/> Other:</li> </ul>

What is the one self-imposed time waster that has the most *negative* impact on your success?

Are you willing to reduce the time wasted on the activity?

Yes

No

How ready are you to change this time wasting behavior?

*(1 – Not very ready, 10 – Very ready)*

1 2 3 4 5 6 7 8 9 10

What actions will you take?