

Identifying your Time Stealers

What is the problem?	No	Sometimes	Yes
Are your objectives clear?			
Do your priorities change a lot?			
Do you plan properly?			
Do you fail to impose your own deadlines			
Are your responsibilities confused?			
Are you organised?			
Are your work areas cluttered?			
Do you have a lot of unfinished tasks?			
Is there duplication of effort in your team?			
Do you make timely decisions?			
Do your managers make timely decisions?			
Do you have communication breakdowns?			
Do you attend "unnecessary" meetings?			
Do you rely on the grapevine for information?			
Do you take action as soon as problems arise?			
Do you delegate when you can/should?			
Do you manage changes well?			
Do you say "no" at the right times?			
Do you manage your Team well?			
Do you handle telephone interruptions well?			
Do you manage unplanned visitors well?			
Do you feel you have excessive paperwork?			
Do you ensure your staff are well trained?			
Do you suffer from work bottlenecks?			