

WHERE DID THE TIME GO?

- 1 Those who waste the most time are usually the first to complain of having too little.
- 2 Being busy is not the same as being productive.
- 3 Do you repeat mistakes or learn from them?
- 4 Do you invest your time or spend it?
- 5 If everything is a priority, nothing is a priority.
- 6 Urgent is not the same as important.
- 7 Do little daily distractions sidetrack you from getting big things done?
- 8 Do you spend more time stressing about what has to be done or doing it?
- 9 Do you start everything from scratch?
- 10 Do you get easily overwhelmed and become unproductive?
- 11 Do you gravitate to things that you enjoy or to your priorities?
- 12 How many times do you redo something because you rushed it the first time?
- 13 Do you let other people hijack your time?
- 14 Do you believe in preventative maintenance or wait until things break down?
- 15 Do you address small problems before they get BIG?
- 16 Do you anticipate situations or react to them?
- 17 Do you spend more time lighting fires or putting them out?
- 18 Do you buy time by getting less sleep and then lose time because you're overtired?
- 19 Do you buy things because you think you like them, only to return them later?
- 20 After making decisions, do you look forward or backward?
- 21 How much valuable time do you waste trying to save a few dollars?
- 22 Are you productive while you're waiting for someone?
- 23 Do you settle for excellence or strive for perfection?
- 24 Are you conscious of how you spend your time?
- 25 Do you help everyone except yourself?
- 26 Do you call three times or leave a voicemail?
- 27 Do you buy cheap merchandise and replace it regularly?
- 28 How many times do you read something before acting on it?
- 29 The two greatest time-savers are saying, "I don't know" and "I was wrong."
- 30 Are you decisive or do you rethink and rethink and rethink decisions?
- 31 Do you fill up your gas tank or make several stops each week?
- 32 Do you tackle your day by completing the next item on the to-do list or what's most important?
- 33 Do you cancel meetings if there's nothing to discuss or do you meet because it's on your calendar?
- 34 Do you ask all your questions at once or go back again and again?
- 35 Do you stress over things that you can't change?
- 36 How much time do you spend on low-priority items?
- 37 Do you spend more time building relationships or mending them?
- 38 How much time do you spend looking for things?
- 39 Do you consolidate similar activities to save time?
- 40 Do you learn anything after running into a wall? (Or, do you run into it again?)
- 41 If you don't take time to smell the roses, both you and your nose will be missing out.
- 42 Do you insist on approving everything, yet are unavailable to review anything?
- 43 Does your schedule conflict with your priorities?
- 44 Do you set aside quality time with your family?
- 45 Do you measure achievement by the time that you put into something or by the value that you provide?
- 46 It's important to say no to some people in order to say yes to others.
- 47 Do you take the time to reflect on your day?
- 48 Do you have any downtime?
- 49 Do you focus on doing things right or on doing the right things?
- 50 Do you have more on your to-do list than you can possibly do?
- 51 Do you set a specific time for returning calls and e-mails?
- 52 Do you strategize the most efficient way to get things done?
- 53 Do you reduce clutter and throw out junk?
- 54 If you can't find the time, it's not important.
- 55 Do you select one thing to accomplish each day?

