

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?

