

Top 10 Time Wasters at Work



Avoid these top 10 time-wasters at work, and you'll get a lot more done.

1. **Joining the crowd:** According to employees, here are the top 5 ways they waste time at work: Gossip (42%), Social interaction with Co-Workers (32%), Snacks and Breaks (27%), Meetings (23%), In-Office Noise Distractions (24%). (Source: BrianTracy.com) Are you part of this crowd?
2. **Checking email often:** Limit checking for email, and responding to it, to once or twice per day, in "scheduled" 30-minute increments.
3. **Lack of motivation:** OK, so maybe your job isn't the best thing since sliced bread, but it's bringing in the bacon. So, why not make the most of it? Write up a bunch of 5-minute rewards and enjoy one every time you reach a 30-minute work goal. Another possibility: Challenge yourself to do something you've always done better, faster, or cheaper.
4. **Allowing interruptions:** While some interruptions are necessary, most are nothing more than obstacles to you getting your work done. When you're working on something important, reduce interruptions: close your door, allow your calls to go to voicemail, and don't keep checking email and/or text notifications.
5. **Waiting for something to happen:** While you're waiting for something to happen (perhaps you're on telephone hold or are waiting for a file to download), do something else.
6. **Not organizing your messy desk and filing system:** The messier your space is, the more time you're going to be wasting searching for things. Remove clutter and get things organized!
7. **Going to, or hosting, unproductive meetings:** All meetings should have specific goals, only involve key people who will be working on those goals, and ultimately result in positive, measurable changes. If your work meetings are mostly gab sessions (or complaint forums), there's a lot of time being wasted.
8. **Doing things manually:** There are so many digital apps that can help you be more productive at work. If you're doing tons of things manually with paper and pen, research how you can do those same things automatically instead. It may be worth it for you to call in a productivity expert for ideas.
9. **Never writing down instructions:** When you learn something new, take notes. The next time you have to do it, you won't have to rely on your memory, and you won't have to waste time trying to figure out how to do it...or waste someone else's time asking again.
10. **Recreating the wheel:** Before you start something "from scratch," be sure to research first to determine if someone has already done it before. Duplicating work that has already been done is a major time waster, and





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