

5 Biggest Time Wasters & How to Overcome Them

Waster #1 Checking your e-mail first thing in the morning

Why? Checking your email the very first thing in the morning takes you off track. It may increase your anxiety and stress, depending on the type of emails you receive.

Action Item: Check your email approximately 1.5 to 2 hours AFTER you start your day, so that you are on track.

Waster #2 Keeping your cell phone on 24/7

Why? The more often you answer your phone or check to see who called during the day, the more behind you become at work.

Action Item: Keep your cell phone off during the day and check for messages, even during the weekends, so you can truly relax.

Waster #3 Being busy doing and not thinking and planning

Why? Thinking and planning will keep your stress level under boiling.

Action Item: Take a minimum of 5-10 minutes in the morning and during the day to STOP, THINK, PLAN and EXECUTE. When you feel overwhelmed ask yourself, "What is the best use of my time now?"

Waster #4 Leaving no time for exercise and stretching

Why? Exercise and stretching provides oxygen to your brain so you think clearer and more creatively.

Action Item: Move, stretch and take deep breaths to help motivate you emotionally and physically. Keep the cell phone off while exercising so you can think without interruption.

Waster #5 Working against your natural energy levels

Why? You will lose and waste energy.

Action Item: Take a break often emotionally and physically. Do your concentrated activities during your peak high energy and do your filing, return calls, etc. during low energy times during the day.