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Be Alert About Wasting Time

We complain we never have enough time, and often the reason is because we waste time. Consider the following:

YOU BEGIN YOUR DAY WITHOUT A PLAN OF ACTION

If you have a plan on how you'll tackle your workload, you'll end up enslaved to other demands. Manage your time by doing the right things, not by doing things quicker.

YOU KEEP A MESSY WORKSPACE. A minute spend here, a minute spent there looking for stuff is a huge time-waster. A person with a messy desk uses on average up to one-and-a-half hours a day looking for things or being easily distracted.

YOU CHEAT YOURSELF FROM SLEEP. Lack of sleep increases your stress level and intensifies feelings of lack of control. You'll spend time at work aimlessly, wishing you weren't so tired.

YOU DON'T TAKE A BREAK. You're wasting time if you don't get out of the building for lunch. Taking lunchtime outside the office or a brief breather from the day recharges the batteries and keeps us more productive.