



Recognising Time Robbers

One of the keys to battling for time is to recognise time robbers. It helps to identify them and then separating them into self-inflicted or environmental – whether we can do something about them or not.

Make a list of time robbers, for example, self-inflicted or environmental causes or note down things that waste your time daily and then attribute them to the two spheres before moving to prioritise them for action.

Bear in mind you can utilise the Lean Attitudes to help in this task or many may find that everything will come under things “not within your control”.

Personally, having become a control freak from Being Lean, my preference is always to try and find ways to put time robbers in the proactive sphere of influence so I have control and can do something about it.

<p>Environment</p> <ul style="list-style-type: none">InterruptionsWaiting for answersUnclear job definitionUnnecessary meetingsToo much workShifting prioritiesLack of authority	<p>Self-Inflicted</p> <ul style="list-style-type: none">Failure to delegatePoor attitudePersonal disorganisationAbsent mindednessFailure to listenProcrastinationPoor planning
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Identified Time Robbers

Environment

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Self-Inflicted

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