

Time black holes

Identify what takes up your time. The following are common problems or time “black holes” that prevent us from getting things done. Which ones affect you? You could also observe yourself over the course of a day or two, and tally what you find in the last column.

	Big problem	Often a problem	Seldom a problem	Not a problem	Actual tally
Phone calls, texting					
Surfing the web, email					
Reading (news, magazines, books)					
Transportation (traffic, car trouble)					
Socializing					
Meals, snacking					
Errands and shopping					
Inability to say no					
Family appointments					
Looking for lost items					
Jumping from task to task					
Perfectionism, correcting mistakes					
Hobbies					
Other:					

Discuss

Do your time black holes fall into any patterns? Are there things that at first appear uncontrollable, but that you can actually control? What can you do to reclaim your time from these black holes?

What did you find? How can you manage your time differently?
