

COMMON TIME WASTERS

Below are listed some of the most common "time wasters" that plague a student's management of her/his time. There are two columns provided next to the list. In the first column, labeled "Possible Causes," write down what you feel to be the causes of the "time waster." In the second column, "Solutions," jot down possible solutions to eliminate the "waster." Use your own paper, if necessary.

TIME WASTER	POSSIBLE CAUSES	SOLUTIONS
Electronics (phone, computer, video games, etc.)		
Lack of priorities		
Lack of planning		
Lack of fixed time to study		
Dealing with crisis		
Disorganization		
Other assignments and readings		
Dealing with daily tasks and duties		
Socializing/Unexpected visitors		
Overload of responsibilities		
Indecision		

Source: Mackenzie, A., & Nickerson, P. (2009). *The time trap: The classic book on time management* (4th ed). New York, NY: AMACON.

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