**Worksheet: Identifying Time Wasters**

**Part 1: Time Audit Analysis** Complete the following questions based on your time audit:

1. What are the top three activities/tasks that consumed the most of your time during the three-day audit?

a) Activity/Task 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Activity/Task 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Activity/Task 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Were there any unexpected or unplanned activities that took up a significant amount of your time? If so, what were they?

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1. Did you notice any recurring time wasters or activities that did not contribute to your goals?

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**Part 2: Distraction Diary Reflection** Answer the following questions based on your distraction diary:

1. What were the most common sources of distractions during your chosen work session?

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1. Were the distractions mostly internal (e.g., daydreaming) or external (e.g., notifications)?

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1. How did these distractions affect your productivity and focus during the work session?

**Part 3: Action Plan** Now that you have identified potential time wasters and distractions, create an action plan to address them effectively:

1. List three strategies or changes you can implement to reduce or eliminate the identified time wasters:

a) Strategy 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Strategy 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Strategy 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How will you implement these strategies in your daily routine? Provide specific steps or actions you will take.

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1. What additional resources or support might you need to overcome these time wasters successfully?

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