

What is Stealing Your Time Assessment

Summary extracted from Personal Effectiveness by Diana Winstanley.

Below are 12 Time Bandits – the habits and practices that can ‘steal’ your time – take you off track. As you read the descriptions, identify which bandit(s) may be holding your time to ‘ransom’.

Bandit	Headline Description	Sound Familiar Y/N
Epicurus	<i>Pleasure Principle:</i> The habit of doing the fun, exciting, interesting things first – putting off the dull, boring, difficult tasks. Epicurus the philosopher was attributed with setting up the foundations of the pleasure principle. Following this principle will lead you to doing the things you enjoy instead of focusing on your priorities.	
Adrenaline Junkie	<i>Last Minute Rush:</i> Some of us like to wait for a burst of energy – the rush that comes with the deadline looming. OK in the short term but if this is a long-term style it can trigger adrenaline which can be linked to stress.	
Hamlet	<i>The Procrastinator:</i> “To be or not to be ...” should I start this report or deal with that customer? Procrastination – leads to getting nothing concrete done ... usually the next day is no different, except increased anxiety by not completing the task. There can be different reasons for procrastination – not having the energy (can be linked to being an adrenaline junkie), not having a starting point/ right information (but will you have it tomorrow?) or being indecisive over what is a priority.	
Busy Bee	<i>It’s all too much:</i> for some people being busy is a way of life... rushing from one hectic task to the next. Often it can be self-generated – taking on more and more – unable to say ‘no’	
Headless Chicken	<i>Action without thought:</i> some of us may be working hard but without having clear priorities and without planning. Spending too much time on things that are not important. Illusion of working hard but not working productively.	
The Butterfly	<i>Flitting from Task to Task:</i> one result of not planning or sticking to priorities can be the ‘butterfly’. Someone flits from task to task in a downward spiral – never getting the boost and closure of completion.	
Open Gate	<i>Interruptions, interruptions:</i> Do you get drawn into the conversations with others. Think about how you manage your interruptions? What happens when you are concentrating and somebody starts casually chatting?	
Escapologist	<i>Technology & Other Escapes:</i> It’s not just others that interrupt us – we do it to ourselves – surfing social media/ internet. Getting distracted by something in the corner of your eye.	

‘Making a positive difference to everyone we connect with’

Bandit	Headline Description	Sound Familiar Y/N
The Doormat	Yes, Yes, Yes: problem can be unassertiveness, or unwillingness to say 'no'	
The Perfectionist	Pays attention to detail – they must get it right – not all tasks need to be done to the same standard. It's about knowing when enough is enough!	
Paper Mountains	Some of us get buried in paper – that doesn't allow them to find what they need. It can result in wasting time.	
D-I-Y Enthusiasts	They think they can do everything themselves, never delegation or sharing the load with others. In addition – when they get into trouble – they don't ask for help - soldiering on. If you do have too much to do - do you see how the work can be done differently? You may not ask for help because you lack assertiveness but it may also be you believe no one can do it as well as you?	