

“Nine Deadly Patterns (Culprits) of Time Management”

How Our Habits: Procrastination, Perfectionism, and Packed Schedules Can Steal Our Time

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Pattern (Culprits)	Problem (Causes)	Paradigm Shift (Cures)	Principle (Character) (See bottom of page)
1. Packed Schedules- Doing too much in order to feel busy but accomplishing little	<ul style="list-style-type: none"> * Need to feel important * Busyness = achievement 	<ul style="list-style-type: none"> * Focus on what matters most! 	Contentment
2. Piles of Paperwork- Not processing paperwork and bottlenecking the flow of papers in your office	<ul style="list-style-type: none"> * Lack of paperwork management training * Belief that piles = lots of work/ importance * Fear of closeness 	<ul style="list-style-type: none"> * Take a class, read books on organization/ hire an organizer * Assign time to do paper each day * Establish a system for processing paperwork 	Orderliness
3. Phone Interruption- The phone controls my schedule and my day	<ul style="list-style-type: none"> * Need to feel important * Fear of rejection * Lack of clear goals * Poor planning 	<ul style="list-style-type: none"> * Develop standards for phone use. * Stand up while on the phone * Turn the answering machine off not down. 	Cautiousness
4. Poor Planning- Being swayed by your every-day circumstances. Letting circumstances control you. Flying by the “seat of your pants”.	<ul style="list-style-type: none"> * Lack of focus * Fear of rejection * Giving into others 	<ul style="list-style-type: none"> * Focus on your mission * Make sure your activities lead you to your mission statement * Schedule time to plan each day 	Determination
5. Procrastination- Putting off what needs to be done today until tomorrow	<ul style="list-style-type: none"> * Fear of failure * Fear of rejection * “If only” syndrome 	<ul style="list-style-type: none"> * Break projects into bite-size steps * Do an easy task & complete it 	Decisiveness
6. Perfectionism- Unrealistic expectations-“I can do it all” syndrome	<ul style="list-style-type: none"> * Need for control * Setting goals too high * Fear of failure * Compare self with others 	<ul style="list-style-type: none"> * Strive for excellence not perfectionism. Perfectionism comes from a dogmatic, legalistic spirit. 	Endurance
7. Pendulum Mentality- Indecision- changing horses in midstream. Easily distracted.	<ul style="list-style-type: none"> * Spending time choosing things in abundance. * Lack of focus * Lack of planning 	<ul style="list-style-type: none"> * Make sure your activities point you to your mission statement. * Develop a passion for closure * Finish what you start 	Dependability
8. Past Focused- Thinking “If only”, “what if”. Dwelling on the past. “We’ve always done it this way”	<ul style="list-style-type: none"> * Fear of failure * Fear of taking risks 	<ul style="list-style-type: none"> * Be willing to change * Let the past go * Concentrate on what can be 	Flexibility

9. Performance-Based- Desire to please others. “If I don’t do it, who will?”	* Fear of rejection * Feeling of guilt	* Delegate as much as possible * Nurture but don’t nag	Humility
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Please note: Time Management is not the problem. You cannot manage time, nor can you save it, hoard it, or multiply it. You can only spend time. To spend it wisely, you must manage your tasks by understanding correct principles/realities or character-based values. These principles below are a good start to manage your life for greater effectiveness.

1. **Contentment-** Realizing everything I need for my present happiness has been provided
2. **Orderliness-** Preparing myself & environment so that I will achieve the greatest efficiency.
3. **Cautiousness-** Knowing how important right timing is in accomplishing right actions.
4. **Determination-** Purposing to accomplish my goals in time regardless of the opposition.
5. **Decisiveness-** The ability to finalize difficult decisions.
6. **Endurance-** The inward strength to withstand stress to accomplish the best.
7. **Dependability-** Fulfilling what I consented to do even if it means unexpected sacrifice.
8. **Flexibility-** Not setting my affections on ideas or plans which may be changed by others.
9. **Humility-** Recognizing that others are responsible for the achievements of my life.