

## The 43 biggest mistakes today's time starved executives make:

1. **Not being willing to grow**  
(*"This is the way I am."*)
2. **Expecting other people to change**  
(*"If only they would...."*)
3. **Overlooking self-management principles**  
(*"I tried, and those ideas don't work for me."*)
4. **Ignoring a personal time inventory log**  
(*"I don't have time for time management."*)
5. **Believing they'll find time**  
(*"Someday when I find time, I'll ..."*)
6. **Hurrying to be more efficient**  
(*"I race from one job to another."*)
7. **Not taking time for themselves**  
(*"I've got so much to do I've got to keep going."*)
8. **Not being clear about what's important to them**  
(*"I'm really good at multi-tasking."*)
9. **Not being clear about where they're going**  
(*"I'll do that when I win the lottery."*)
10. **Operating from false definitions**  
(*"Time is money."*)
11. **Taking pride in action rather than accomplishment**  
(*"I love having a lot of balls in the air."*)
12. **Ignoring their own personal vision**  
(*"What I do depends on whether it's ok with them."*)
13. **Valuing "perfection" more than other priorities**  
(*"I think I can make this even better."*)
14. **Not listing key priorities**  
(*"I like to keep everything in my head."*)
15. **Working with unclear plans**  
(*"I like to keep things to myself."*)



By Chuc Barnes, MinutesCount!

Author of "Get Your Ducks in A Row! (How to Better Manage Your #1 Priority - Yourself!)"



[www.MinutesCount.com](http://www.MinutesCount.com)

chuc@minutescount.com

1-888-804-2292

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16. Not keeping track of where they are  
(*"That just slipped through the cracks."*)
17. Taking pride in their hours on the job  
(*"I've worked every night this week."*)
18. Starting the day by checking e-mail  
(*"I need to see who wrote me."*)
19. Talking, instead of listening  
(*"I know, but...."*)
20. Expecting others to drop everything  
(*"I meant to tell you last week, but I need it now."*)
21. Refusing to develop skills for technology  
(*"All those new devices scare me."*)
22. Letting the telephone rule  
(*"I've got to take this call."*)
23. Holding meetings without agendas  
(*"We haven't got time for agendas."*)
24. Not using strategies for interruptions  
(*"My entire day is an interruption."*)
25. Ignoring the power of teamwork  
(*"I do better when I operate by myself."*)
26. Minimizing the importance of desk management  
(*"These piles help me see what I have to do."*)
27. Putting mail back in envelopes  
(*"I might need that address someday."*)
28. Looking at clutter as a friend  
(*"I know exactly where everything is."*)
29. Discounting the penalty of disorder  
(*"Where in the world did I put that file?"*)
30. Never asking others to help.  
(*"I'm sure they're too busy and we don't get along anyway."*)



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31. Not updating the "greeting" on their voicemail  
(*"I'm away from my desk. Please leave a message."*)
32. Putting a variety of subjects in e-mails and voice mails  
(*"I haven't got time to write separate messages."*)
33. Leaving messages without giving details  
(*"Get back to me."*)
34. Keeping others guessing about how they're doing.  
(*"I'm too busy to do performance reviews."*)
35. Relying on e-mail for urgent matters  
(*"Didn't you get my e-mail?"*)
36. Ignoring team communication strategies  
(*"You wouldn't believe all the messages I get."*)
37. Giving or following unclear deadlines.  
(*"I think we'll need that next week."*)
38. Dropping in on people without appointments  
(*"Got a minute?"*)
39. Falling in love with inaction  
(*"I can't move on because I have to wait on them."*)
40. Not putting a true value on their time  
(*"I went to the copy machine and then I went to the store."*)
41. Operating without prioritized lists  
(*"I like to wing it through the day."*)
42. Treating projects as if they're tasks  
(*"I'll never get this done. It's too big."*)
43. Doing everything themselves.  
(*"It takes me too long to explain it to someone else."*)



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