

# Time Eaters

*Presented by:*  
**Charlie Fewell**



Time eaters are things that can gobble up pieces of time from our day and reduce our productivity. Generally, these Time eaters can fall into one of three broad categories. They are Interruptions, Distractions and Procrastination.

Interruptions are defined as obstructions or obstacles to our process or course of action. Distractions are defined as diversions or things that cause confusion. Procrastination is simply to put off taking action or to postpone.

The major objective in our businesses should be to create a profit through a highly efficient, professional process. One of our personal objectives as the Owner or Manager is to keep interruptions and distractions to a minimum, thereby increasing productivity and profitability.

Now let's look at some of the things that could be identified as interruptions or distractions. It may be that a certain employee demands an enormous amount of your time, which could be addressed by additional training or mentoring. Perhaps the types of phone calls you are asked to deal with could be handled by someone else. It could be that due to the way the business is arranged, there are a number of distractions that are keeping you from being focused on the tasks at hand. Maybe your office location is near a high traffic area where people have easy access to you and they take advantage of it by simply being cordial on a very routine basis. That is to say, they stick their head in the door every time they pass to just say "Hi". This prevents you from staying focused.

Many things can cause procrastination. Sometimes it revolves around an unpleasant or difficult task that must be done. I don't look forward to taking care of it, so I put it off as long as possible. Also, I just may not be a good decision-maker. If I don't like making decisions due to my personality, all the things that aren't getting done can easily frustrate me.

The first step in reducing the Time eaters we face daily is to analyze the amount of time spent every day in managing them. Commit to doing nothing different in your daily routine for the next 2 weeks. Keep a log of the things that interrupt or distract you from your normal work. Then identify them and determine if a pattern exists. Then, create action plans to address each area you identify.