

# Plugging Your Time/Energy Leaks

Check any time- or energy-leaking habits you may be engaging in. Rate them on a scale of 1 to 10 (*1 being "I never do this" and 10 being "I do this all the time"*) to give you a sense of which are creating the most serious impact or burden for you and your business:

- \_\_\_\_\_ Starting your day with email
- \_\_\_\_\_ Checking email frequently or leaving your email program open all day
- \_\_\_\_\_ Not having your goals written down where you can see them
- \_\_\_\_\_ Not Time Blocking (*setting aside chunks of time for specific projects/activities*)
- \_\_\_\_\_ Answering the phone when it rings during "project time"
- \_\_\_\_\_ Clients that drain you
- \_\_\_\_\_ Putting client needs/requests ahead of business-building or marketing activities
- \_\_\_\_\_ Not having set work hours/days
- \_\_\_\_\_ Multi-tasking (*even if it's "just doing the dishes" while you listen to a training call*)
- \_\_\_\_\_ Waiting on vendors (*like a web designer*) without having clear deadlines
- \_\_\_\_\_ Constantly revising, tweaking and editing
- \_\_\_\_\_ Vendors/people who owe you money
- \_\_\_\_\_ Not having structure of accountability for completion of goals

Choose the top three time-burners and create an action step for plugging that leak.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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