

25 Time-Wasting Habits

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Table of Contents

1	5
2	7
3	9
4	11
5	13
6	15
7	17
8	19
9	21
10	23
11	25
12	27
13	29
14	31
15	33
16	35
17	37
18	39
19	41
20	43
21	45
22	47

23	49
24	51
25	53
Thank You For Reading	55

Phone Usage

How much time are you spending on your phone?

- Put it away until you finish your tasks.
- Turn it off when you need to focus.

Social Media

How much time are you spending on social media?

- Set a limit for how much time you spend on social media.
- Take social media apps off your phone if you struggle to limit your usage.

Internet Usage

How much time are you spending on the internet?

- Use the internet intentionally by blocking websites.
- Use discipline and avoid websites that aren't directly related to what you need to accomplish.

Texting

How much time do you spend texting?

- Text everyone at set times of the day.

- Initiate conversations after completing your daily tasks.

Streaming

How much time do you spend streaming content?

- Set a timer and enforce it. Once the timer goes off, stop streaming content.
- If you haven't completed your daily tasks, avoid streaming content unless it's directly tied to your goals.

Television

How much time are you spending on watching television?

- Don't own a television if it's a big distraction for you.
- Don't put a television in every room of your home.

Reality TV

How much time are you spending on reality television?

- Watching others live their lives is unproductive.

Focus on living your life.

- Avoid frequently watching reality television.

Porn

How much time are you spending on porn consumption?

If you spend considerable time:

- Block porn sites.

- Practicing using your imagination, which will strengthen your visualization skills. But also guard your mind from unproductive and low-value content

Going Out

How much time are you spending going out, partying, drinking, etc.?

- Avoid going out unless you complete your goals for the day.
- Set a limit on how frequently you go out. Balance your free time with fun to ensure you're having fun *and* staying productive.

Social Life

How much time are you investing in your social life?

- Community is critical, but are you also devoting time to your purpose?
- Invest a healthy amount of time into your community and your goals.

Low Priority Tasks

How much time are you spending on low-priority tasks?

- Many things you can outsource (e.g., cleaning, cooking, dog walking, organizing, grocery shopping, repetitive tasks, yard work, etc.).
- Do the urgent and important tasks first. Do the non-urgent and unimportant tasks last.

Eat The Frog

How frequently do you do the unimportant, easy, and low-value tasks first?

- Always do what you hate/dislike doing first. Get it out of the way early in the day.

For example, it's much easier to get a workout early in the day than later because your energy usually wanes as the day continues.

- Prioritize the most important tasks as your responsibility to get done as early in the day as possible.

Planning

How much time do you spend planning versus executing?

- The Great Book states, "Write the vision. Make it plain." But once you write the vision, you must execute it. There is such a thing as over-planning.

- Once you have a finite plan, execute. If you don't feel confident in your plan, execute while you re-work your plan—some plans you need to experiment with to help you determine the next steps.

Daydreaming

How much time do you spend getting lost in thought?

- Dreamers never go anywhere.

- Dreaming is excellent, but don't spend all your time on it. Instead, focus on execution and getting your goals done.

Editing

How much time do you spend editing your emails and text messages, and if you're a writer, how much time do you spend editing your books and articles?

- Editing is an effective method to help increase the quality of your communication, but at a certain point, it's time to publish/hit send.

- Edit and refine your work, but don't over-edit. Instead, improve your initial writing (work you create without edits) by consistently iterating and writing.

Negative Thinking

How much time do you spend on negative thinking?

- Whenever you notice a negative thought, immediately destroy it. Think of something else. Avoid ruminating.

- Focus on engaging in positive activities with positive people and staying productive to keep your mind positive and active.

Ruminating The Past

How much time do you spend living in the past?

- The past is over. Focus on what is in front of you, which is the present and future.
- When your mind goes to the past, determine whether the thought is productive; if not, release the thought and move forward.

Procrastination

How much time do you spend procrastinating and thinking about what you need to do instead of doing it?

- Procrastination is the biggest dream killer.

Whenever you want to delay doing something, force yourself to do it now.

- Don't think about what you need to do. Instead, execute. Execution is your best friend when it comes to achieving your goals.

Observing Others

How much time do you spend observing others
accomplish their goals and do what they love?

- Where do we watch people do their thing? Social media, television, videos, etc. It can be inspiring to watch others, but it's also a time waster.
- Instead of watching others live their dreams, focus on living out your dreams by working on your goals and observing the habits, behaviors, and patterns you are living.

Is your lifestyle leading you to your goals?

Addiction

Do you carry any addictions or unproductive habits?

- Addictions destroy your time, your relationships, and your life.

If you have an addiction, seek help from a reliable source ASAP so you can experience a more productive life.

- Avoid unproductive habits (many are mentioned throughout this book).

Unproductive habits are the biggest time wasters, preventing you from realizing your potential.

Right Place

How much time do you spend searching for stuff because you didn't put it back in the right place, you're not organized, or you have too much stuff?

- Keep your surroundings clean and clear. Adopt a minimalist lifestyle so you don't have a lot of stuff, which automatically keeps things cleaner and saves you ample time.
- After you're done using something, put it back in its rightful place to easily find it when you need to use it again.

Materialism

How much time do you spend shopping and acquiring new stuff?

- We don't need a lot. Many frequently spend considerable time chasing money to acquire things that don't matter.

- Less is more. Adopt a more minimalist mentality. Not only save time on cleaning and organizing, but avoid wasting your financial resources on things that don't matter. Furthermore, escape the rat race by not incurring unnecessary debt and spending your resources on pointless things. The less you spend, the more wealth you build.

Not Making Your Bed

Making your bed daily is one of the most productive things you can do. It's a quick win and can set the tone for your day.

- Upon waking up, make up your bed, and make it up in a way that makes you proud!
- Go for the quick win in the morning.

Unproductive Relationships

How much time do you allocate to people who don't value your time, goals, or life?

How much time and effort do you invest in unhealthy and unproductive relationships?

Relationships can be some of the biggest time wasters -- especially with the wrong people.

Choose who you spend your time with wisely and invest in relationships that benefit your life and goals.

De-Valuing Your Time

Do you realize that your time is your most valuable asset? It's something you can never replace.

Be cognizant of your time: Who and what you give your time to matters significantly. Choose wisely.

Thank You For Reading

Thank you for reading this book.

Stay loved, blessed, lucky, favored, aware, joyous,
enlightened, and committed to bettering yourself.