



Top 25 Productivity Roadblocks

Adapted from *The Time Trap*, Alec Mackenzie, 1990, American Management Association

Name _____

Date _____

1. Management by crisis
2. Telephone interruptions
3. Attempting too much
4. Drop-in visitors
5. Email overload
6. Ineffective delegation
7. Disorganized desk and office
8. Lack of self-discipline
9. Inability to say No
10. Procrastination
11. Ineffective meetings
12. Administrative paperwork
13. Leaving tasks unfinished
14. Inadequate number of staff
15. Inadequate training of staff
16. Surfing the Web
17. Socializing
18. Confused responsibility or authority
19. Poor communication
20. Inadequate controls and progress reports
21. Incomplete Information
22. Unnecessary travel
23. Inadequate technology
24. Inadequate knowledge of software
25. Perfectionism

Instructions:

1. Circle the top FIVE roadblocks that hinder your overall productivity/effectiveness.
2. Then, rank order your selections from 1-5, with 1 being the most consequential.

Want to debrief your results and improve your time management? Call to learn about the 90-minute **Productivity Consult**.

203.876.8999

www.SuccessTrackESQ.com