

## Identify the **Black Holes** of Time Management

*The first 20 items on this list are common problems that prevent us from getting things done. Check off the ones that are problems for you, and indicate whether you have control over them (controllable) or they are out of your control (uncontrollable problems).*

	Big problem for me	Often a problem	Seldom a problem	Controllable (C) Uncontrollable (U)
1. Phone interruptions				
2. Drop in visitors				
3. E-mail interruptions				
4. Hobbies(videos/movies/sports)				
5. Text Messaging				
6. Inability to say "NO"				
7. Socializing				
8. Snacking				
9. Errands and shopping				
10. Meals				
11. Perfectionism				
12. Family obligations				
13. Looking for lost items				
14. Redoing mistakes				
15. Jumping from task to task				
16. Surfing the web				
17. Reading newspapers, mags, etc.				
18. Car trouble				
19. Waiting for public transportation				
20. Other				
21. Other				
22. Other				
23. Other				

### Things to consider:

- Do time management problems fall into any patterns?
- Are there problems that at first seem uncontrollable that can actually e controlled?
- What strategies for dealing with such problems have you used in the past?

Adapted from "Power Learning; Strategies for Success in College and in Life" (2007).