

## HOW TO SPRING THE TIME TRAP

Below are listed some of the most common "time wasters" that plague a student's management of his time. There are two columns provided next to the list. In the first column, labeled "Possible Causes," write down what you feel to be the causes of the "time waster." In the second column, "Solutions," jot down possible solutions to eliminate the "waster." Use your own paper, if necessary.

TIME WASTER	POSSIBLE CAUSES	SOLUTIONS
Lack of planning		
Lack of priorities		
Overcommitment		
Lack of fixed time to study		
Management by crisis		
Haste		
Paperwork and reading		
Routine and trivia		
Visitors		
Telephone		
Indecision		

Source: The Time Trap  
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