



## Where did the time go?

Reflect on the past few weeks to get an idea of how many minutes you lost due to:

1. Waiting for the meeting to start
2. Trying to find documents, information, and logins you already have
3. Time taken by others complaining
4. Time lost due to non laser communication
5. Interruptions both on and offline
6. Worrying about someone's response (boss, client, etc)
7. Tiredness and low energy
8. Inefficiency in work due to stress and anxiety (mental wellbeing)
9. A meeting that went on too long
10. Meetings that ended without affirmative action/next steps
11. IT related disruptions, wifi, formatting
12. Resending information that was already sent
13. Boredom, dread of boring tasks
14. Concern about the future and uncertainty
15. Travel, traffic and waiting