



## 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. Surfing the Web
15. Socializing
16. Confused responsibility or authority
17. Poor communication
18. Inadequate controls and progress reports
19. Incomplete Information
20. Not having the right people on your team
21. Inadequate training of staff
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.

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