

# Are You Struggling With Time Management? Know the Symptoms.

source: <https://linksmodularsolutions.com/11-warning-signs-of-poor-time-management/>

## 1. Poor punctuality

Constantly late to appointments or to complete tasks. You accept too many tasks or are unable to assign sufficient time to your activities.

## 2. Rushing

Constantly rushing signifies you have not allowed sufficient time to complete tasks and meet expectations.

## 3. Impatience

Can result from feeling under pressure from having failed to meet a deadline. You have not allowed sufficient time to complete a task and you find excuses (blame others, technology, the cat!).

## 4. Poorly defined goals

Clearly defined goals will help you be able to prioritize. Priorities are essential to ensure you complete tasks on time.

## 5. Procrastination

Putting off what you need to do will lead to stress and poor performance.

## 6. Poor performance

Poor time management will result in you missing deadlines, productivity decline and an increase in backlog.

## 7. Lack of energy

Constantly falling behind and having to work harder to catch up will make you feel depleted.

## 8. Perfectionism

Spending too much time preparing and making sure everything is perfect that you either fail or tasks take too long to be achieved.

## 9. Indecisiveness

You spend an excessive amount of time considering all the options which result in little being done.

## 10. Saying "yes" to everything

If you're constantly doing things for others, you don't have time to do things for yourself.

**The Center for Tutoring and Writing is available to help you virtually this semester! :)**

[ctw@collegeforcreativestudies.edu](mailto:ctw@collegeforcreativestudies.edu)

Schedule an appointment:

<https://campus.collegeforcreativestudies.edu/tutoring-writing-center/>

