

# 15 habits of wasting time need to be removed immediately

There are things we do and think it seems important, but it doesn't really matter at all, even useless. Try checking the list of 15 habits that waste time and how to fix below!

We often get caught up in unrelated things without knowing that we are wasting our time. Time is extremely valuable but many people do not realize it and let time pass by in vain. In particular, **time wastage** is a problem that we all often have. While working, take a moment to relax your body to rest your brain. This helps the brain and body to relax after long periods of activity and when they return to work, they will work more effectively.



The problem here is that we often don't know when we should go back to work. There are things we do and think it seems important, but it doesn't really matter at all, even useless. Try checking the list of 15 habits that waste time and how to fix below!

## 1. Check your mailbox regularly

You can reply to messages at a blazing speed, but every time you enter a mailbox like that you accidentally waste some of your time. Continuously doing that will distract you from work, sometimes wasting hours just checking messages and replying to messages. So try to give up this habit and instead by spending a certain amount of time during the day checking and answering letters.

## 2. Talk on the sidelines

You need to make an appointment so you send an email to the partner. However, two people who texted via SMS took up to 20 minutes to set up an appointment. Think about whether you need up to 20 minutes to

schedule lunch or schedule an email appointment? I think the answer is definitely no. Therefore, you should focus on the main problem, should not talk outside the margin too much. Because every time you pick up the phone it will waste you a lot of time.

### **3. Depends on technology**

Every new application or utility comes with promises that will make our lives easier. But sometimes to find ways to use these devices takes a lot of your time and is not even as effective as a pen and a piece of paper.



### **4. Doing everything superficially**

If you have to do it over and over again, you probably won't want to make things happen from the beginning. Give yourself the motivation and energy to enter the reels, do everything right from the beginning. Do not work superficially to waste your time.

### **5. Always be everywhere**

Being open to everyone is a good thing and creating a good impression with colleagues is also what we want. But keep in mind that whenever someone happens to be talking to you, your time will drift a bit. Think about it if it's not just one person but 10 people? Maybe you should keep a little distance from some people? (*Closing the office or setting the silent mode for the phone is the right choice for you.*)

### **6. Living and working systematically and indiscriminately**

Suddenly you have come up with a great idea but boom, it has disappeared. You don't know where to find it. If you've written that idea out on a piece of paper and put it somewhere on your desk, then this is really a big problem. You have to spend some time to find it again, and at the same time ignore the opportunity to impress the superior right away. So, you should have something to save your ideas and place them in the most easy-to-

find place when you need them.



## **7. Constantly arguing about the same problem**

There are times when you need to be really flexible, because much controversy is not a good idea. If necessary, just give your opinion and ask permission to return to finish the unfinished work, not much controversy.

## **8. Eat too much fast food**

Many people will think that fast food will help them quickly finish their meal so that they can return to work soon. Quick is fast but the consequences that fast food brings unpredictable health to the body. You may find it quite convenient at the present time but if your health is affected, the time to recover is very long. At the same time many things will be lost during this time. So be careful from now on!

## **9. Never refuse meetings**

It is possible that specific jobs do not avoid meetings and meetings, but if possible, consider the benefits from those meetings. Not just being invited means you have to come, noting that attending a lot of gatherings doesn't make you more important in people's eyes.



## **10. Walk regularly**

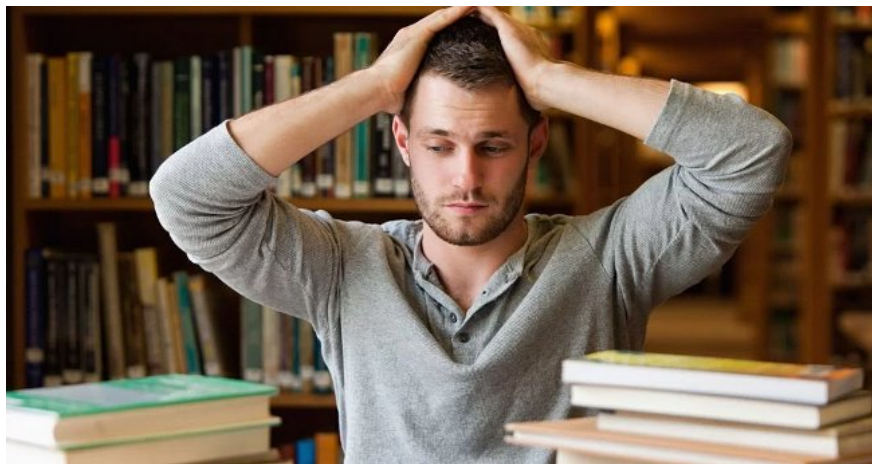
This is inevitable. But try to think of no other alternative to that? You can choose to work four days a week instead of five days a week, shifting work time to avoid peak hours. Even if there is only one ray of hope, you should try to improve your situation in a better way, not just accepting the horrifying scene every time you go to work.

## **11. Always try to impress people**

Creating an impression on others is an important factor to achieve business success but consider carefully whether it is necessary to always place yourself in such a framework? And is it really important to remember all the new policies?

## **12. Accept the temporary solution**

By accepting a temporary solution to do something, you waste time when you come back to fix it. So, do it right from the beginning, don't waste time and effort.



## **13. Wait until "right time"**

You always excuse to wait for the " *maturity* " to start working, but in fact you are not brave enough to do it. Do not hesitate or hesitate. Think carefully before doing something is good but remember that once you devote yourself and your time to it, it is already successful.

## 14. Piling up many things

Piling things together means you are putting a lot of work to solve tomorrow, every day putting a little bit in the end you will see how a lot of terrible work is coming. And then you will lose twice or even three times to handle that job.

## 15. Smartphone addiction

Admit that this is the thing that wastes the most time for us. Whenever surfing the web, online Facebook or Twitter, you no longer pay attention to the time anymore. Try to control this smartphone addiction and you will see how meaningful a day really is. Especially not regret about anything.

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Refer to some more articles:

1. There are only 25,000 mornings in life, here are 8 ways to not waste another day
2. 11 skills are extremely difficult to learn but extremely helpful in the successful path
3. Using 1 hour after work will determine your success

Good luck!

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