

10 Top Ways to Know When Time Management Is an Issue

Bobby L. Butler

10

When the “pile of files” on your desk grows by the end of the day rather than shrinks.
[Production, Organization and Prioritization Issues](#)

9

When your significant other calls every hour on the hour to give you the latest update on the “soap of the day drama” in his or her life.
[Personal Interruption Issues](#)

8

When you have what, on the surface, appear to be a week’s work but, only one day to get it done.
[Workload and Prioritization Issues](#)

7

When everyone at your office—the boss, your peers, the support personnel, the secretary, the administrative assistant, someone from an unrelated department, Joe the front desk guard, the janitor—interrupts you without regard for your time and/or your work day.
[Office and Personal Interruption Issues](#)

6

When your largest client calls to terminate the services, not only because you failed to resolve his problem, but also because you never returned the call that he placed to you 10 days ago.
[Client Concerns and/or Emergency Issues](#)

5

When that smoldering, and generally insignificant, issue from last week becomes today's towering inferno.

Task and/or Crisis Issues

4

When weighing the balance of time, you've spent more time dealing with personal matters rather than handling your professional responsibilities.

Balancing Time and Prioritization Issues

3

When calling on XYZ Company for a 10:00 a.m. appointment, your client reminds you that the appointment is scheduled for tomorrow. Then, you suddenly realize that today's appointment is with ABC, Inc. across town.

Planning and/or Scheduling Issues

2

When you know there's significant danger because you are juggling sharp knives (metaphorically speaking) and feel as though you're doing this with one arm.

Balancing Projects Issues

1

When you retreat to the comfort of your personal domain at day's end but can't relax from the pressures generated during the work day, let alone getting away from it all.

Stress Carryover Issues

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