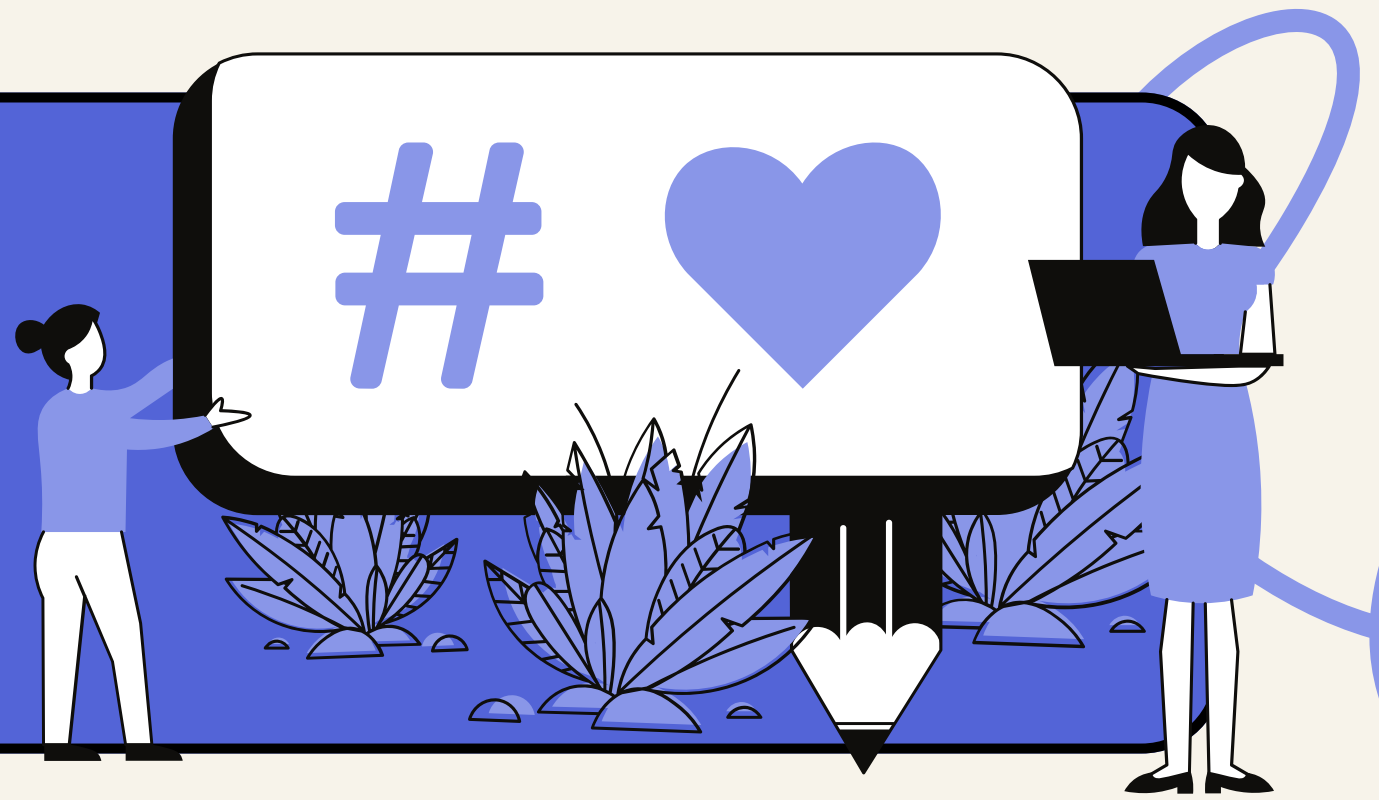


# Daily Time Wasters: Things to Avoid

## Excessive Social Media Usage

Spending too much time scrolling through social media feeds can be a significant time drain.



## Multitasking

Contrary to popular belief, multitasking can be counterproductive. Dividing your attention between multiple tasks can reduce focus and productivity, leading to time wasted on incomplete or poorly executed work.



## Procrastination

Delaying tasks and putting off important responsibilities can lead to wasted time. Procrastination often results in rushed work or missed deadlines, causing unnecessary stress and inefficiency.

## Excessive Meetings & Unproductive Discussions

Meetings that lack clear agendas or stretch longer than necessary can consume a significant portion of your day. Similarly, engaging in unproductive discussions or gossip can be a time sink.