

Bad Time Managers ~ You Need Not Apply!

Are you a “Bad Time Manager”? Check out the descriptions and statements below and see if any of them apply to you or someone you know. Rate yourself on a scale of 1-10 in each area. The closer you are to 10, of course, the clearer it is you need to modify behaviors to guarantee a more successful and productive life.

(Any reference to a specific gender in the description truly does not mean a thing. Women are no more prone to these personality traits than men, and visa versa).

The Try Hard

This type of bad time manager drains the energy of people who surround them by always seeking or needing approval. They have a direct need to be recognized for trying hard, even if they fail.

The Try Hard’s use statements like:

“Is this O.K.?”, “Are you sure you like this?”, “Am I doing good?”, and countless others.

Worker Bee

The Worker Bee seldom takes the time to find the value of what they are doing and prioritize. Always preoccupied with something, they unfortunately tend to get only low priority projects completed.

Worker Bee’s use statements like:

“I am so busy, yet I don’t feel like I have got anything done”, “Cannot get to that proposal until this ad is finished”, etc.

Time Bandit

Always preoccupied with time, Time Bandit’s never waste a second. This type of bad time manager knows how to get everything done quickly, yet often take shortcuts that end up wasting more time than saved.

Time Bandit’s use statements like:

“Come on here, we are wasting time”, “I know we can get that out faster if you use this shortcut”, “So-and-so took 30 minutes to do what I could have done in 15” (whatever..)

Minute Men

Putting things off to the last minute is the name of the game with this bad time manager. They are either found rushing around like their head is cut off because they are late getting something out, or sitting around doing nothing.

Minute Men use statements like:

“I’ve got to get this newsletter out today!”, “Nothing much to do around here but these games”, “Have you seen my proposal? It’s due in 10 minutes!” etc.

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Grown Up

This person's motto is "I can do it myself". Even when they need help, they will not ask. Somehow they feel they only have self worth only by proving to others their independence. Unfortunately, they are considered extreme time wasters by not taking advantage of the support of others.

Grown Up's use statements like:

"No, I'm fine. I don't want any help", "The only way to get things done right is to do it myself", and the famous "I don't want any help because these are my clients and I shall serve them myself"

Wagging Puppy

This person often over commits their time. They continually want to satisfy everyone ~ often forgetting about self. Continuously busy for everyone else, they never have time for their "own" life.

Wagging Puppy's use statements like:

"No problem, I can get that out in 15 minutes", "I can squeeze you in between 4:00 and 4:30", "I know I am the Chairman of 'x' but I can chair the 'xx' group as well", ad infinitum.

Polly Perfection

This person is always perfecting things that are already done. Never concentrating fully on the "big picture", they waste time on peripheral and trivial matters.

Polly Perfection's make statements like"

"Just let me change this graphic one more time", "The spacing for this document will look better at 1.5", and again "If you want anything done right, you've got to do it yourself" etc.

Undue Orderly

More interested in being organized than accomplishing anything else, this type of bad time manager spends way too much time planning and not enough time doing.

Undue Orderlies make statements like:

"It is necessary to have a plan to do that", "Let's not ad lib", "I have my day planned down to the millisecond!" and many others.

Did you find you or someone you know here? Remember, time is life; by wasting your time you are wasting your life. We all have "moments" of being bad time managers; our goal is to realize where we are and not to stay there!

Contact me if you have any questions regarding this document or if you need help modifying your bad time management skills into great management skills. Email me or

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call me anytime and we shall chat on ways to overcome your bad habits. Email:
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