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| --- | --- | --- | --- | --- |
|  | Big Problems for Me | Often a Problem | Seldom a Problem | Controllable (C) or Uncontrollable (U) |
| 1. Phone interruptions |  |  |  |  |
| 1. Drop-in visitors |  |  |  |  |
| 1. Texting |  |  |  |  |
| 1. Facebook and other social networking sites |  |  |  |  |
| 1. E-mail |  |  |  |  |
| 1. Inability to say no |  |  |  |  |
| 1. Socializing |  |  |  |  |
| 1. Snacking |  |  |  |  |
| 1. Errands and shopping |  |  |  |  |
| 1. Meals |  |  |  |  |
| 1. Children’s interruptions |  |  |  |  |
| 1. Perfectionism |  |  |  |  |
| 1. Family appointments |  |  |  |  |
| 1. Looking for lost items |  |  |  |  |
| 1. Redoing mistakes |  |  |  |  |
| 1. Jumping from task o task |  |  |  |  |
| 1. Surfing the Web |  |  |  |  |
| 1. Reading newspapers, magazines, or recreational books |  |  |  |  |
| 1. Car trouble |  |  |  |  |
| 1. Waiting for public transportation |  |  |  |  |
| 1. Other |  |  |  |  |
| 1. Other |  |  |  |  |
| 1. Other |  |  |  |  |
| 1. Other |  |  |  |  |
| 1. Other |  |  |  |  |

**Working in a group:** Examine the problems that affect each group member and then discuss these questions: Do time management problems fall into any patterns? Are there problems that at first seem uncontrollable that can actually be controlled? What strategies for dealing with such problems have you used in the past?