



# Time Barriers

## A Checklist to Stay on Track

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### Self-Imposed Barriers

- ☐ Not Enough Planning
- ☐ Socializing
- ☐ Preoccupation
- ☐ Ineffective Delegation
- ☐ Attempting Too Much
- ☐ Too Involved in Details
- ☐ Reverse Delegation
- ☐ Unable to Say "No"
- ☐ Arguing
- ☐ Lack of Self-Discipline
- ☐ Wrong Choices of Priorities
- ☐ Procrastination
- ☐ Interruptions
- ☐ Mistakes (Your Own)
- ☐ Failure to Listen
- ☐ Over Control
- ☐ Fear of Offending
- ☐ Unrealistic Time Estimates
- ☐ Unable to Terminate Visits
- ☐ Failure to Anticipate
- ☐ Goals not Clearly Defined
- ☐ Slow Reader
- ☐ Emotional Upset
- ☐ Distractions

### System-Imposed Barriers

- ☐ Overlong Visit
- ☐ Negative Attitude
- ☐ Meetings
- ☐ Delays
- ☐ Interruptions (Phone, etc.)
- ☐ Poor Communication
- ☐ Waiting for a Decision
- ☐ Mechanical Failure
- ☐ Secretary Effectiveness
- ☐ Mistakes (Others)
- ☐ Problem Not Clear
- ☐ Lack of Policies
- ☐ Lack of Authority
- ☐ Understaffed
- ☐ Overstaffed
- ☐ Different Value System
- ☐ Lack of Feedback
- ☐ Role Not Clear
- ☐ Low Priority Memos/E-mails
- ☐ Shifting Priorities
- ☐ Lack Clerical Staff
- ☐ Lack Competent Personnel
- ☐ Changing Priorities
- ☐ Distractions

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