Average worker wastes 2 hours a day

WASTING TIME: According to a Salary.com survey, these are the nine biggest ways in which workers waste time. Do you waste time in these ways? How could the following examples of time wasting be "creative"?

	GUILTY?	CREATIVE?
1 Surfing on the web (personal use)		
2 Socializing with co-workers		
3 Doing personal business		
4 Spacing out (daydreaming)		
5 Running errands away from the office		
6 Making personal phone calls		
7 Applying for other jobs		
8 Planning personal events		
9 Arriving late / Leaving early		

SPACING OUT: How often you space out – daydream or stare into space. Is your mind blank or active? What happens in each of these situations:

- At your desk at work
- In a meeting
- On the bus or train
- Watching TV at home

- Driving a car
- Being with family or friends
- Alone with your partner
- Taking a shower

"Time you enjoy wasting is not wasted time."

SYNONYM MATCH: Match the following synonyms from the article:

a.	completed	( ) extraordinary
b.	idled away	( ) daydreaming
c.	amazing	( ) upset
d.	angered	( ) private
e.	beneficial	( ) discovered
f.	personal	( ) filled in
g.	confessed	( ) sidetracked
h.	staring into space	( ) admitted
i.	distracted	( ) wasted
j.	found	( ) favorable

BNE: Time is money and _____ to a new survey, workers waste a lot of working time. A questionnaire _____ by 10,000 employees reports an average of 2.09 hours ____ ____ is idled away in businesses. This is _____ __ much as company bosses thought. It means companies lose __ _____ $____ billion in the USA. However, bosses are ____ _____ by these figures. Many executives think this idle time is _____ to a company. Salary.com's Bill Coleman called it "_____ waste".

The top time-wasting activity was using the Internet for _____ ____ – 44.7% of workers confessed to this. Other big _____ _____ were chatting with co-workers (23.4%), personal business (6.8%) and _____ _____ _____ (3.9%). The top time-wasting _____ was not having enough work to do (33.2%). Workers also complained about feeling _____ (23.4%) and being _____ by co-workers (14.7%). The survey also found that men and women wasted _____ _____ of time.