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TIPS FOR TIME MANAGEMENT



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Let's face it—we all think we need more time to get things done. Whether it's finding a perfect-for-us balance between work and life commitments, working through that massive to-do list the boss handed down Monday morning, or just finding that all-important “me time” we need to refocus and rejuvenate, we all like to blame time as the main culprit for why we can't get everything done. It's true, there are only 24 hours in each day, and the average human spends quite a few of those sleeping. While we can't magically add hours to your day, we have compiled some tips from experts in the time management field to help you maximize the hours you do have.

1. Perform a time audit.
2. “Single task.”
3. Organize, organize, organize.
4. Plan ahead.
5. Set goals correctly.
6. Set a time limit for each task.
7. Take a break between tasks.
8. Spend mornings on your MITs.
9. Instill “keystone habits.”
10. Use a calendar.
11. Use a to-do list.
12. Just say “no.”
13. Don't waste time.
14. Block out distractions.
15. Don't chase perfection.
16. Don't wait for inspiration.
17. Before meetings, determine your desired results.
18. Delegate.
19. Train the other side of your brain.
20. Sleep well.

Read more about each tip [here!](#)