



8 Tips to Master Time Management

Good time management strategies yield immense benefits by enabling you to accomplish more in less time, ultimately adding up to overall life success.



1 – Create a daily schedule

An organized to-do list is absolutely crucial for learning how to manage time. At the end of the work day, creating a list of the most pressing tasks for the next day will allow you to hit the ground running.

2 – Prioritize wisely

- Prioritize tasks based on importance and urgency.
- Important and urgent - do right away
- Important but not urgent - decide when to do these
- Urgent but not important - delegate
- Not urgent and not important - set aside for later



3 – Assign time limits to tasks

Set time constraints for completing tasks to increase focus and efficiency. Doing so can help you recognize and deal with potential problems before they arise.

4 – Learn to say "NO"

Know your limitations. If you already have a full plate then decline that dinner invitation or helping your colleagues on a project until you have the spare time.

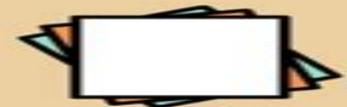


5 – Block out distractions

Focus on the task at hand and block out all distractions. It can be tempting to multitask, but attempting to do so will eat up time and decrease your productivity when switching from one task to another.

6 – Batch similar tasks together

Batch related tasks together to save yourself time and mental energy. By focusing on similar tasks, your brain isn't continually switching gears - which means you cut out that time reorienting.



7 – Track your time spent

It is critical to know where your time actually goes. Having this information enables you to make the appropriate adjustments to ensure maximum efficiency.

8 – Leave buffer time in-between

When doing a lot of tasks without a break, it is harder to stay focused and motivated. Allow some down time between tasks to clear your head and refresh yourself.



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