# 20 Tips to
## *Achieve More In Less Time*

# Tip #1

## Create a Daily Plan

In the morning or right before you go to bed, plan your day. A plan will give you a good overview of how your day will pan out.

# *Tip* #2

## Give Each Task a Time Limit

To prevent your work from dragging on and eating into the time reserved for other tasks, schedule each job with a set time for completing.

# Tip #3

## Use a Calendar

A fundamental step in managing your daily activities is to keep a calendar. Sync your calendar to your mobile phone and computer so that you can always access your schedule no matter where you find yourself.

# *Tip #4*

## Utilize an Organizer

Having an organizer will help you stay on top of everything in your life. It should become your central tool for organizing information, your to-do-lists, and projects.

# Tip #5

## Know Your Deadlines

Use your calendar and organizer to mark the deadlines for your projects so that you know when you need to finish them.

# *Tip* #6

## Learn to Say "No"

Don't take on more than you can handle. When you are trying to get things done, give distractions a firm no, or defer it to a later time.

# Tip #7

## Try to Be Early

When you plan to be on time, you're either on time or late. So, try to be early, increasing your chances of being on time.

# Tip #8

## Time Box Your Tasks

Time box your tasks by restricting your work to a certain amount of time.

# Tip #9

## Always Have a Clock in Front of You

Having a huge clock sitting in front of you will keep you aware of the time. Sometimes we become so engrossed in the work that we lose track of time.

# Tip #10

## Set Reminders

If you have a pressing deadline or meeting to attend, set a reminder on your calendar for 15 minutes before the deadline.

# Tip #11
## Stop Multitasking

Multitasking will kill your productivity. Get into the habit of focusing on one task at a time.

# Tip #12
## Eliminate Distractions

When you are working on something important, switch off your phone, close down your email, and log out of your social media accounts.

# *Tip* #13

## Track Your Time

Use a simple timer to track your time. Enter the amount of time you want to spend on a task, and when the time is up, you'll know exactly how much time you've spent.

# Tip #14

## Don't be a Perfectionist

You will never get everything done exactly how you want it. It is incredibly ineffective to strive for perfection.

# Tip #15

## Prioritize

Learn how to prioritize and let things go. Apply the 80/20 rule to your tasks and learn how to prioritize everything on your plate.

# Tip #16

## Learn to Delegate

If you have tasks that could be done better by someone else or have functions that aren't very important, consider delegating so you can focus on more important things.

# Tip #17
## Start Batching Tasks Together

If you have related tasks, batch them together so you can have synergy. This can help streamline your work process.

# Tip #18

## Eliminate Time Wasters

Remove your social media links from your browser so that you stop checking them so often. Replace them with bookmarks to important work-related sites.

# Tip #19
## Cut Off When Needed

The number one reasons why tasks take longer is because you don't cut off when you need to. Don't be afraid to draw a line to stop working.

# Tip #20

## Schedule Buffer Time

Stop packing everything so close together.
Leave five to ten minutes between each task.
This allows you to wrap up the previous task
entirely before starting on the next.