

TIME MANAGEMENT

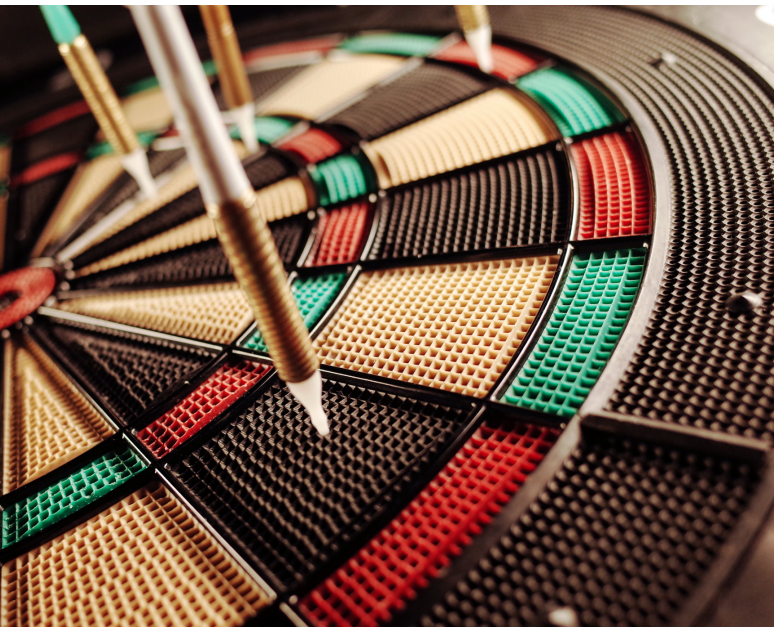
DON'T BE BUSY BE PRODUCTIVE!



HOW TO MANAGE YOUR TIME

One

of the biggest problems that most people have isn't just how they can get enough done in a short time, but also how they maintain some semblance of balance without feeling too overworked. This isn't just about achieving and going after goals around the clock. This is also about quality of life.



SET GOALS THE RIGHT WAY

There's a right and wrong way to set goals. If you don't set your goals the right way, then you'll lack the proper targets, which will force you to fall off track.



SPEND YOUR MORNINGS ON THE MOST IMPORTANT TASKS (MITs)

Mark

Twain once said, "If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first." His point? Tackle your biggest tasks in the morning. These are your most important tasks (MITs) of the day. Accomplishing those will give you the biggest momentum to help you sail through the rest of the day.

FOLLOW THE 80-20 RULE.

Another

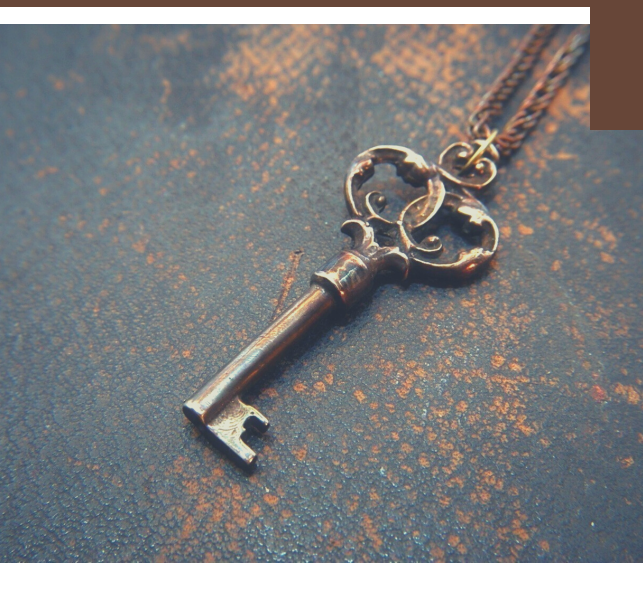
great time management tip is to use the 80-20 Rule, also known as the Pareto Principle. This rule states that 80% of the efforts comes from 20 percent of the results. In sales, it also means that 80 percent of the sales come from 20 percent of the customers. The trick? Identify the 20 percent of the efforts that are producing 80 percent of the results and scale that out.



INSTILL KEYSTONE HABITS INTO YOUR LIFE.

Charles

Duhig poignantly coined the keystone habit in his book entitled, *The Power of Habit*. In architecture, the keystone is the stone that holds all other stones in place. Similarly, keystone habits help to not only solicit other good habits, but also help to eliminate bad habits as well. Focus on keystone habits and you'll get much better at managing your overall time.



FIND A GOOD MANAGEMENT SYSTEM

One of the tips for managing your time is to find the right system to actually do it. The quadrant time-management system is probably the most effective. It splits your activities into four quadrants based on urgency and importance. Things are either urgent or important, both, or neither.



MEDITATION OR EXERCISE

You might not think that this will help to better manage your time, but meditating and exercising every single morning gives you balance..

BALANCE

Balance is key. If you lack balance in your life, you're going to feel stressed out. Even if you're able to effectively juggle your responsibilities, without proper balance you're going to eventually reach your breaking point. So, it's important to not only follow a system that will help you get things done, but also one where you prioritize personal and family time.