

Time Management Tips & Techniques

Work smarter, not harder!

Plan your day before it unfolds.



Set a time limit to each task you have to do

Leave a buffer-time between tasks



Don't waste time with unimportant details

Use time management tools, apps or software for your business and work



Turn your key tasks into habits



Learn to prioritize the important and let go of the rest

Don't take on more than you can handle. Learn to say "No"



Aim to be on time

Focus on just one key task at one time. Do not be multi-tasking.



Exercise and eat healthily.



Eliminate distractions



Be careful with the time you spend on TV, Internet and gaming.