

# 10 great ways to manage time you need to know

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1. 8 habits that affect health and productivity should be overcome immediately
2. Take 15 minutes to learn 7 techniques that can change your life!
3. 11 skills are extremely difficult to learn but extremely helpful in the successful path

**Effective weather management** is a difficult and even " *painful* " task for many people. We tried it wrong, tried it again and continued to try it wrong.

Are you looking for effective time management measures? Consider 10 extremely simple but highly effective techniques in the article below. Applying these methods not only helps you increase your productivity but also gives you the confidence to achieve your goals.

## 1. Understand goals and sort by value - priority



How many goals do you currently have to implement? If there is no goal, start **setting yourself at least one goal each day** . This is essential to be able to manage the work effectively. On the other hand, some people have too many goals, so they need to be arranged appropriately. For every major area of ??life such as work, health, finance ., you need a specific goal.

In a certain day, you need a top priority. For many of us, it will usually be a goal related to work or career. But assuming you are overweight or in the process of treatment, your health will become the biggest concern. Obviously you cannot achieve anything, nor can you manage time effectively without good health, right?

## **2. Priority: Focus on the most important work and do it today**



You have a goal but cannot " *accomplish* " a goal and you can only do what you need to achieve that goal. **Identify your most preferred** goals and embark on the main tasks of that goal.

If possible, try to do these things before doing other things. For example, today you think that the most important thing is exercise, then exercise in the morning. There are a lot of gyms open early in the morning, so you can go to the gym before going to work.

In case the primary goal is to get promoted at work, your top task might be to make a good presentation. So come to the company early and complete it before starting to check email.

## **3. Determine the top priority at each time**



Before leaving home in the morning, make sure you arrange the day's work in order of priority. The task list can be endless, but **choose the 5 most important things** and **focus on completing** each one in the order you have set. If you are unsure about what to do next, ask yourself what your top priority is now. It is very rare that the answer is " *Surf Facebook* ".

#### **4. Determine your own time into value**



**Time management will become simpler if you calculate how much your hour is worth** . Assuming you figure out the \$ 600 figure, you'll know that 30 minutes into Facebook has cost you \$ 300.

If you can't calculate an exact number, you can estimate or ask your boss. If you are self-employed, you can definitely determine the value of your hours. Make a table to keep track of what you do during the day to know what time you are spending on, then gradually reduce useless time periods.

See also: [7 effective time management ways to optimize productivity](#)

#### **5. Don't be too perfectionist, perfect the work best at that time**



Of course, all of us want to do our job as best as we can, but in fact perfectionism makes us waste a lot of time. **Nothing is perfect in the world** , so don't let yourself fall into this state.

#### **6. Complete work in half of the scheduled time**



If you are a perfectionist, try setting yourself to strict deadlines. For example, it usually takes 3 hours to do something, this time, set the target within 90 minutes. You will be surprised to find that you can do it on time.

#### **7. Spend time planning and reflecting on each day**



You can save a lot of time if every day spend a few minutes to prioritize work order and plan before working. Make a daily schedule, maybe the night before or the next morning, before you go to work. When you separate your planning time and the time it takes to work, you will see how much faster and more efficient it is.

#### **8. Divide big goals into small tasks every day**



As mentioned above, we cannot "carry out" a goal but can only do things, when there is a goal, determine what you need to do to achieve your goal. Then, specify the steps into jobs and projects. Set a deadline for each project, then continue to break it down into what you have to do each day. So you will see your work done in a very smooth and fast way.

#### **9. Eliminate what can be done by others**



You must have calculated the value of one hour of your work. Now look back on what you did every day and decide what you should not continue to do. For example, your hourly work is equivalent to \$ 300, and you need up to an hour to read the email every day, considering whether it works. Perhaps it's time you hire someone to check your email for you.

See also: 5 habits to help busy people have more free time

## 10. Set deadlines for all projects



When it comes to **implementation time** , this is a very important factor in time management. If someone asks you to complete the job within a certain time, set yourself a deadline sooner than the official milestone. Of course this is relatively difficult when there are too many times to be at work, but this way will help you significantly improve your time management ability.

**Let's start working on these techniques right from today** . Most of them are very practical, simple but highly effective. Surely you will be amazed at your productivity.

Having fun!

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