

# 6 simple ways to do more with your time

Here are 6 simple ways to help you keep going in your right direction and take advantage of more work time. Invite you to consult!

1. 5 time management skills and effective work organization
2. 10 great ways to manage time you need to know
3. 8 habits that affect health and productivity should be overcome immediately

You are sitting at your desk and discovering that all you did in the last 3 hours just started writing an email, checking the weather and trying to get a higher score in Flappy Bird. term It is so awful! This seems to happen to most people. Sometimes it's hard for us to **focus and complete the work** .

Most of us often say that we want more things to be accomplished, but because we don't have the time or energy and don't know where to start. Here are **6 simple ways to help you keep going in your right direction and take advantage of more work time** . Invite you to consult!

## 1. Spend more time working



Hold on! You mean I have to work more than 40 hours a week? No, of course I don't say that. I'm talking about the time you need to **plan your work** . My productivity started to increase as I arranged my own time for different jobs; instead of trying to complete it at the same time.

There is a surprising tool called the Pomodoro 'Tomato Fruit' method. It allows you to set the time up to 25 minutes, helping you focus on a single job. After that 25 minutes, take a short break and continue setting up another 25 minutes for your next job.

## 2. Assign and / or reduce workload



**There are things you need to do and there are also things you can let others do .** Read the book ' *7 Habits Of Highly Effective People - the 7 habits of successful people* ' by **Stephen Covey** helps me draw many good things for me.

I had to write ALL the things I had to complete. Then divide them into different groups: Essential and Important; Essential and Not Important; Important and Not Necessary; Not Important and Not Necessary.

1. For **Non-Essential and Non-Important things** , I kept them " *floating* " until time was complete.
2. For **Important but Not Urgent** , I leave it to others, so create a system process for it so that when someone does it for you, they will get full instructions.
3. As for the rest, you can specify the deadline to complete soon.
4. It is easy to see that it is important to do important **and urgent things** as soon as possible and then create a process for the next things, things that you can hand over to others.

## 3. Train the brain



When you exercise for the brain, it helps you work more efficiently, think faster and they also expand your creativity!

Above all, you will feel happy when your brain becomes more and more profound, right? That's right!

#### **4. Take advantage of technology**



Using technology can be both beneficial and harmful. Sometimes I personally feel really effective when I **turn off the Internet** or use software that **blocks certain websites** at certain stages so that the job is completed faster.

Furthermore, I use **Google Calendar** to plan all meetings or timelines to complete tasks, which help me determine when things should be completed so that I won't be missed.

See also: Top 10 indispensable applications that help you maintain your focus

#### **5. Set goals and divide them into many small milestones**



This is very important because I tend to look at the picture. I love seeing the panorama, but then I was overwhelmed and then the work was not completed as expected.

To overcome this, I have to write down the main ideas, then **break them down into smaller steps** ( *or milestones* ) to help me reach the final goal. When the mission was broken down, I was no longer panicked and they were also completed faster.

## 6. Take time for yourself



This is like setting **up a timetable for work** , but it is a personal schedule. When I work for 2, 3 or 4 hours without a break, I feel that my work is not effective at all. I became nonchalant and the brain wandered indefinitely, next to the phone with the Flappy Bird game brought out and then the work didn't work. But if I know after 1 or 2 hours of work, I have **15-20 minutes for myself** , it reminds me that I can watch Facebook or do other things that are more PERSONAL.

**What about you, do you have other good ways to make your work faster and more efficient? Please share with us in the comment section below!**

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