

# Coaching Tips: How to Manage Your Schedule and Be More Organized

One of the biggest complaints most people have is the lack of enough time for anything. You always hear people say that they don't have enough time to go to the gym, hang out with friends, or do regular daily chores.

On the other hand, you see people who seem to have time for their work, family, friends, and even themselves, and you wonder what their secret is. There are only 24 hours a day so how do these people do it? Well, their secret is simple, they found a way to manage and organize their time. If they can do it then you can do it too, because it really isn't that hard. The fact is, we always have time but we have a problem with time management, so keep reading for tips on how to manage your schedule and be more organized.

Picture 1 of Coaching Tips: How to Manage Your Schedule and Be More Organized

## Be Organized

Being organized is easier said than done but it isn't impossible. However, you need to be committed to organization, take it seriously, and treat it as part of your lifestyle. Simply put, you can't just prepare a schedule, stick to it for a few days, and then stop. If you ignore your schedule and calendars, you won't have a system, and you will go back to feeling that you don't have time for anything. For this reason, you need to not only be organized but also remain committed to it daily, and in time, you will feel more productive and less stressed.

## Schedule Everything

You can't be organized if you don't have a schedule to keep you organized. It is essential that you schedule everything you need to do, starting from the simple tasks on your to-do list to next week's plans. Doing it this way may sound extreme but you need to have a structure in order to be more productive and remain focused on your daily tasks.

When it comes to scheduling, there isn't a one size fits all tip. You should create a schedule based on your profession and needs by using different apps or software. There are many people who have online coaching businesses that utilize an online coaching software to allow them to have an organized system and carry on with their schedules. Using a scheduling app or software to plan your days, weeks, or months will make you feel more in control which will, in turn, reduce your stress.

You should make sure that you schedule your everyday tasks and activities. Even if it means doing nothing, add this to your calendar as well because this is time set for yourself. This way, you can only focus on the tasks on your schedule and not on anything else.

# Prioritize

Focusing first on your most important and challenging tasks for the day is essential because doing that first thing in the morning will make you feel like a weight has been lifted off your shoulders. In addition, mornings are when you have the most focus and energy so make sure that when you create a schedule, the mornings are for the tasks that you want to get over with. This will create a routine for you and will definitely give you peace of mind knowing that you are done with important and hard tasks, and you will be able to do the less challenging ones next.

# Use Time Blocks

If you use to-do lists then you know that you rarely finish them which can add to your stress and make you feel disappointed. If you want to guarantee that you can remain on schedule and be organized, you should consider building time blocks into your calendar. Time blocks are simply scheduling certain hours for specific tasks. This way, you will be organizing your time instead of tasks, which will help you prioritize and avoid distractions and multitasking. In order to do that, you must first determine when you feel most productive during the day and assign this time for important tasks. You should also have an idea of how long each task takes so you can plan your day accordingly.

## Picture 2 of Coaching Tips: How to Manage Your Schedule and Be More Organized

Time management isn't impossible. You just need to be organized, make a schedule, focus on your priorities, and consider using time blocks. It is essential that you stick to your schedule, and when you find yourself in a position when you will have to do something that you don't have time for, simply say no. Not wanting to turn down an invitation or saying no to someone is totally understandable but there is only so much that you can do. Managing your time is about taking care of yourself, so be sure to prioritize your needs.

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