

Take 15 minutes to learn 7 techniques that can change your life!

Let's TipsMake.com refer to 7 life changing techniques you can study in 15 minutes!

1. It takes only 5 - 10 minutes to practice every day to improve yourself
2. 5 valuable tips on money for new graduates
3. Learn 10 times faster if you try these 5 tips

We often wake up early in the morning. We are always in a hurry all day long, rarely paying attention to when the sun rises and dives. Before we know it, we wake up too late and there is still too much to do. The planet we live in always moves quickly. It may be a challenge for us to keep up with life, at least we all have the opportunity to " *enjoy* " them.



Every day, we have dozens of things to do that are listed on a specific list and the time to complete them is extremely short. Meanwhile, the life of each of us seems to be " *running away* ". As Dr. Seuss asked, " *How to know if it is too early or too late?* "

Thankfully, there are a few clever ways for us to invest time that can " *capture* " more time. How to **manage time** and **increase productivity** both in work and life is a concern of many people. Take **15 minutes to learn one of the 7 effective techniques** below and enjoy every hour you can save in the future.

1. Improve average working performance



Most of us focus on how to achieve the " *most things* " - the fastest, the highest score, the most customers or the most visited websites. However, according to Dr. Stan Beecham's perfect way of thinking, it would be wise **to change our focus** .

Specifically, focus on improving your "average" *level* and try to grow it every day. We often tend to spend all of our time improving the highest performance, while improving our average performance can significantly influence the whole process, helping everything Complete on schedule and achieve the best possible level. Instead of trying one day to write the most articles and the rest of the day writing no articles or writing only 1.2 articles, persist in writing every day and work hard to improve your ability. This week, we will write 3 songs, the next week will increase to 5 and the next week will be 8.

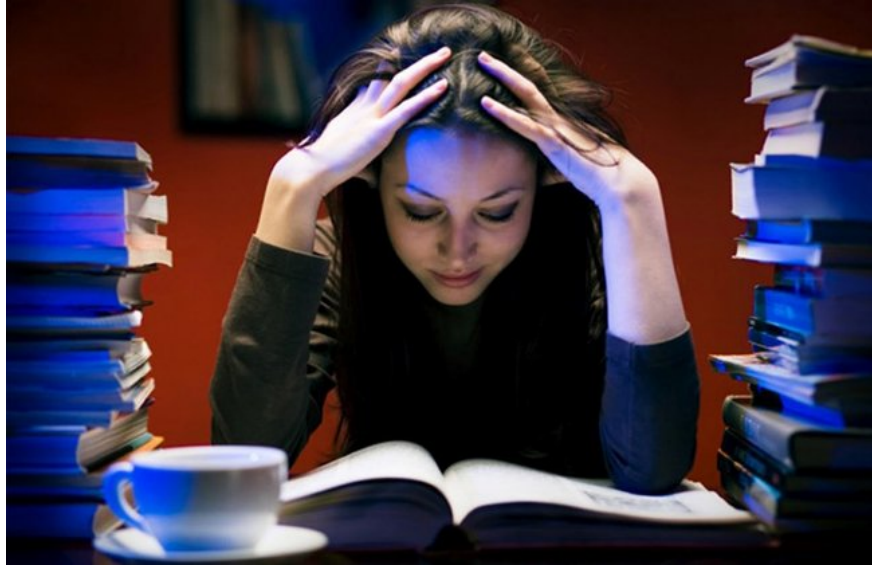
Remember: **Never exchange for a " *glorious moment and stop* "** but focus on improving and maintaining your performance from day to day. This way of thinking will help you progress faster and much more efficiently.

2. Learn how to use "time blocking buttons"



Minimize your distractions by whole-heartedly focusing on important projects and only having a maximum of one task. For example, set a limit of 1 hour to write an article or an essay at school, half an hour to solve family problems and the next two hours to handle the job. As a result, you can focus entirely on your current work without being too much affected by external influences. Moreover, you can write a more effective essay when you constantly think about ways to solve other problems in life.

3. Up to 3 times the reading speed

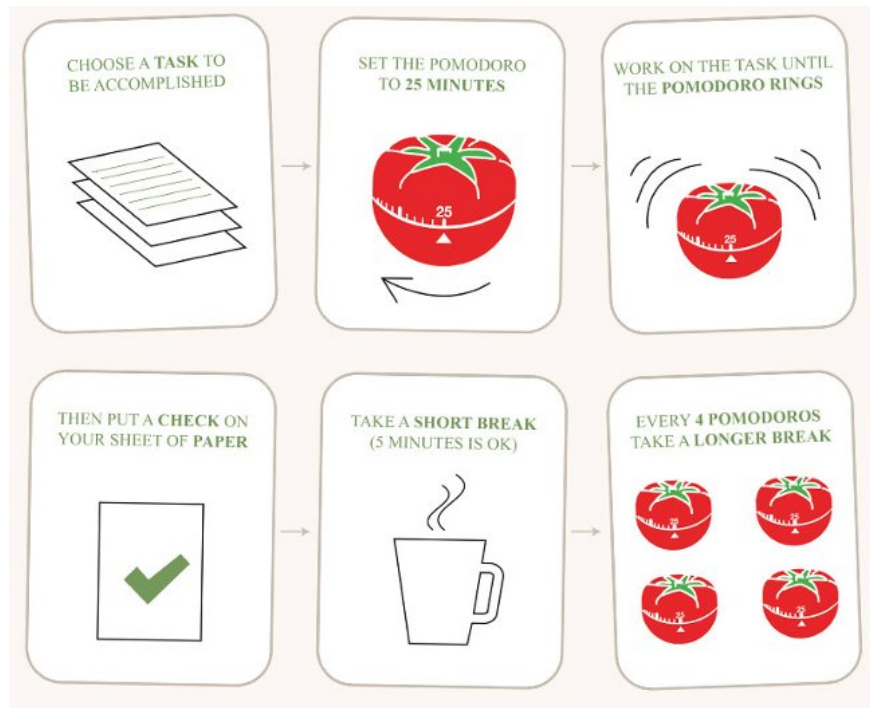


Many of us use Audiobook to increase reading time every day. Listening to audiobooks saves you more time because instead of holding books and reading voraciously, you can both listen and do other things, such as cleaning the house or cooking.

In fact, there are people who take up to a week or more to finish reading a book. Meanwhile, you can completely use applications like Audiobook to shorten the reading time by adjusting the reading speed 3 times faster than usual. It takes only 10 minutes to focus on being able to understand the content and meaning of the book. This application can also help you make the most of reading and listening in more places whenever you have free time. It takes a few minutes to adjust your brain, but you can "*absorb*" new knowledge much faster.

See also: How to read 10,000 words within a minute?

4. Method of "tomato fruit" Pomodoro



Time management greatly affects labor productivity , **Pomodoro's "tomato fruit" approach** promises to increase productivity, reduce deficits, balance work and life. This method is created in a way that can improve time management for any person, regardless of job or personality type. The basic philosophy is that we can harness the power of every minute by working with the clock, not against it. This simple system includes prioritizing tasks, taking frequent breaks and using manageable time blocks for 25 minutes.

Here are the steps to implement the Pomodoro method:

1. Step 1: Choose the job you will do.
2. Step 2: Set the time, usually 25 minutes.
3. Step 3: Work until 25 minutes
4. Step 4: Take a 5-minute break.
5. Step 5: Return to work, take a 5 minute break every 5 minutes.
6. Step 6: After 4 5-minute breaks, take a longer break with 10 minutes (*or 15 - 30 minutes depending on the work and strength of each person*).

Each 25-minute work is called a Pomodoro. Pomodoro method is suitable for developers, designers or anyone who is working in creative field such as: book writer, editor, software engineer, game programmer, application, copywriter, worker content members, writing scripts, reports, journalists .

5. Building a priority system



Modern life today makes people busy with many jobs and responsibilities, they have no time to improve their ability to work. A long list of things to do can make you feel overwhelmed and scared. This is especially true when you cannot remove any of the things from to-do-list because it feels that everything is important.

For this reason, **set** really **important priorities** to improve productivity and divide into 2 types of tasks: extremely important to do immediately and can be done at any time. This way helps you not to overwhelm your work and solve each task most effectively.

For example: when setting up to-do lists, determine which jobs are the most important, the level of urgency and long-term benefits. What really needs to be done right away and which can be delayed. Once you do so, you will know where you should start and be more motivated to complete all tasks.

6. Learn to meditate



Meditation is an easy but effective method that you can do in 10 minutes. Meditation has been shown to have many benefits for the body, mind and soul. In fact, recent studies have shown that meditation even changes physiological structures in the brain in ways that can help us **increase life expectancy** and **improve quality of life** .

Meditation helps you form a habit of concentrating your thoughts to do the right thing we want to do and do. At the same time, proper meditation is very beneficial for health, helping to regulate the imbalance between excitement and inhibition of the nervous system due to stressful activity and work. Spend 10 minutes of meditation every day, prioritizing at times of stress, you will find it easier to work, more focused in the early stages of hard work, and plans can be done more simply. . The mind, body and spirit will thank you so much.

7. Develop an individual planning system



Sometimes, it is not difficult to save a few hours a day to take care of yourself, just a matter of organization. Many people do not realize the value of a well-planned work plan or schedule. However, don't "imitate" someone else's plan, but build one for yourself that fits both your needs and desires.

You can spend 5 minutes a day to **plan** daily, weekly, and monthly, and maintain it until it becomes a habit that cannot be abandoned. Make sure that your schedule reflects not only responsibility, but also **personal priorities**. For example, exercise and family time should be represented like work meetings and dental appointments.

" A man nào dares ?? Waste m?t gi? c?a th?i gian không tìm th?y giá tr? c?a thi?t b? ."

" Those who dare to waste an hour have yet to discover the value of life. "

--- Charles Darwin ---

Are you using your time most effectively? How will your life change when applying one of these effective life changing techniques?

Having fun!

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