7 TIPS FOR BETTER TIME MANAGEMENT

We all have 24-hours in our day. So why does it feel like some people are getting more out of their 24? Perhaps, they have a better handle on how they manage their time. We put together a list of seven tips and hacks you can use to become a time-management master! Check them out!

TIP #1 – SEE HOW YOU'RE SPENDING YOUR TIME

Set aside one day to write down the tasks you perform. What did you accomplish every 30 minutes?

TIP #2 – IMPLEMENT A STRATEGY

After you see how you're spending your time, create an effective strategy that includes what habits you can change to allow you to focus more on your goals. This effective strategy should include short-, mid- and long-term goals, and weekly and monthly activities to achieve these goals.

TIP #3 – PRIORITIZE YOUR PRIORITIES

Create a list — begin with your personal and family obligations including what time you want to get home.

Next, write out everything else that's on your plate, like business meetings or errands to run. Whatever it is, write them all out!

Finally, ABC this list!

TIP #4 – GET ORGANIZED THROUGH APPS

Google Keep: Described as a "productivity app," Google Keep allows you to craft to-do lists in checklist, and group related notes into movable tiles with labels. Side note: if you use Google Drive frequently, Google Keep lets you seamlessly sync notes and docs!

Evernote: A notetaking app that allows you to attach other media to your notes and syncs on multiple devices.

HabitList: Whether it's keeping your office more organized or spending more time with your family, HabitList will guide you along the way. Simply add your habit, set the frequency, and the app will send you reminders and progress updates throughout the day.

TIP #5 – GET A TIME CUBE!

The simplicity of this uniquely designed clock makes it easy to stay on schedule - it is an entertaining way to establish routines. Portable and fun to use, a time cube helps with this productivity hack — time-blocking. It also allows you to make smart choices, keeps you focused on one task at a time and gives you an understanding of how much time you actually need on a task. Make your to-do list, estimate how long each task will take for the day and set your time cube!

TIP #6 – TIME BATCH

When you have related tasks like answering calls and emails, it's best to batch them together. By batching similar tasks into one block instead of attending to them throughout the day, you eliminate stress. Why? When you're constantly switching unrelated tasks, it causes your brain into different types of thinking causing stress.

TIP #7 – PLAN AHEAD

Before you leave work for the day, take at least 15 minutes to write down your to-do list for the next day. This will leave you feeling more empowered to complete those "daunting" tasks and conquer the day ahead!

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