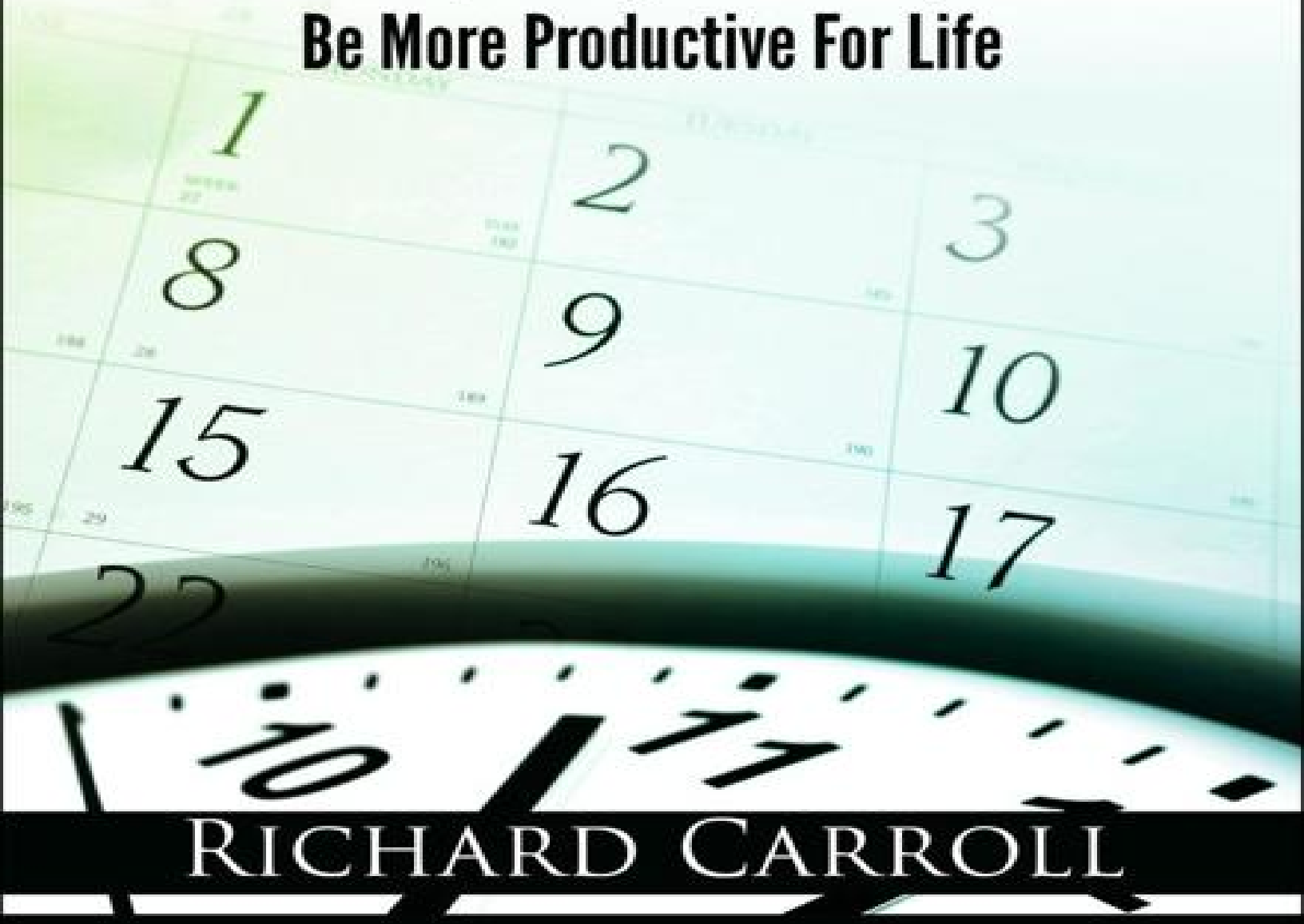
TIME MANAGEMENT

The Secrets Of Time Management, How To Beat Procrastination, Manage Your Daily Schedule & Be More Productive For Life



RICHARD CARROLL

Time Management: The Secrets Of Time Management, How To Beat Procrastination, Manage Your Daily Schedule & Be More Productive For Life

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Written by Richard Carroll.

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Introduction

I want to thank you and congratulate you for downloading the book, *"Time Management: The Secrets Of Time Management, How To Beat Procrastination, Manage Your Daily Schedule & Be More Productive For Life"*.

This book contains proven steps and strategies on how to properly manage the most precious commodity of all, time. This book will help you how to maximize your given time to be able to divide it for work, family, and personal endeavors.

Time is endless, and everyone has it. However, wasted time can never be returned. Some people just want to make sure they use all of their time for things that are worth spending it for. If you are a person with a tight schedule, time management would be very helpful in saving time as you make full use of it. Properly managing of time and overcoming procrastination is the key to a productive life.

Thanks again for downloading this book, I hope you enjoy it!

Chapter 1: Importance of Time Management

Many people have stated “time is money”; although this phrase can be true, there is more to time than just that. Time becomes money if and only if you manage it carefully and plan on what to do with it. Everyone needs to learn proper time management to be more productive. The following are some of the main reasons why time management was developed and why you should consider it in your everyday life:

1. Although time seems to constantly flow, it is a limited commodity and should be conserved. Everyone is given only 24 hours a day every day. This may seem a lot, but if you spend a lot of your time at the workplace, you’ll find a whole day not enough to accomplish everything you need to get done.

2. If you manage your time, you can accomplish a whole lot more with less effort. If you can control your time, you can easily stay focused on a certain task. With this, you can be more efficient because you don’t lose focus and you never fall out of momentum. If you run a full mile without stopping, you actually save more energy compared to those who stop every 10 seconds or so.

3. Proper management of time leads to better decisions. When you are not pressured, you can pick the best options on a certain situation before deciding on them. If you make decisions while pressed for time, there may be instances that your decisions are wrong and you may not like the consequences.

4. Time management can sometimes be called life management. You can become successful just by properly managing your time. Most people, if not all, are usually more comfortable following their own time and their own terms, rather than following the footsteps of others. Since you manage your own time, you can make better decisions without being affected by other people, work more effectively, leading to more accomplishments.

5. Controlling and managing your time properly allows you to save some of it for personal growth. This is a reason why some students finish their studies earlier than others. If you can manage your time during your entire career, you can surpass other people who are in the same company longer than you are. You gain more experience at a faster rate, and you can work more productively.

6. Stress can be caused by improper time management or not managing time at all. Some people may freak out and say “I still have a lot to do and I don’t have much time left.” And frustration then leads to stress. If you properly manage your time, you will know how much work you still have to accomplish and how much time do you need to finish them. If you can do this, you’d probably save a lot of time for personal leisure.

7**.** Proper time management means higher quality work. Pressure leads to substandard quality of work. If you are not pressured, you can work at your highest potential which then leads to better results. If you can properly manage your time, you can give high quality of work even if you have a lot of activities for the day and work load.

8. Proper time management lets you prioritize the things that are more important.

9. Discipline is good in every aspect of life. Proper time management creates discipline, which makes you less likely to procrastinate. Together with a higher productivity rate and higher quality of work, time management can also lead you to a disciplined life.

Chapter 2: Secrets of Time Management

Time management has many secrets according to everyone uses it. Although they may all sound differently, they can all be summed down to just three main secrets. These are the true secrets of time management and must be followed, if you only follow one or two, won't get your job done at best quality.

Everyone's time is limited, so make sure you prioritize on the most important tasks. After deciding on what comes first, use the time to do it efficiently. Finally, do them, not just talk or think about them.

Prioritize on the most important things. This may be the most important key of time management. Since it is easy to lose focus and do things that are less important, you have to focus more not just on the task but the importance of the task you have to finish. When you do this, you won't be wasting a lot of time on things that can be done at a later time.

Maximize the time of work. Even if you master prioritizing the more important ones first, you should also learn how to maximize the time when you work on them. if you want to get everything done, you shouldn't waste precious time especially if you only have a few of it. Multi-tasking may be an impressive feat, but results of multi-tasking may lead to poor quality of work.

Get the job done. You may have mastered how to prioritize and how to allot time for them. However, you won't be able to finish anything if you won't actually work on them. Prioritizing and allotting time are two things requires the flexing of your brain, getting the job done is one thing that requires flexing your muscles.

Chapter 3: Time Management: How can it be Done?

Time today seems to be a bit more difficult to manage. This is because of the development of new devices that can keep anyone connected with friends, work, and other important or non-important things. Because of these things, people tend to get easily distracted and usually waste most of their time, time that should have been spent working. To be able to focus more and manage your time even during difficult circumstances, the following tips may be helpful for you:

1. Before beginning your strenuous day, give yourself at least 30 minutes to prepare your body and mind for the busy day. You can eat, relax, or do anything that you like. After all this, make a list of the important things you have to do within the day. Assign a deadline for each task that you have to finish.

2. If you have a lot of work that are all important, you don't have to decide what to do finish first. You can work on each of them at small portions especially if they are all due many days from when you received the work. In this manner, your boredom and stress will be reduced because this method allows you to think of many things and ideas instead of focusing on one big work at a time, which may lead to a burn-out. After finishing the day's task, create a new task list of everything you have to do on the following day.

3. Do the most challenging tasks on your most comfortable time of the day. Some people prefer working in the morning, while some, in the evening. If you can work inside your comfort zone, you'd be more productive and the quality of your work is more likely to be high.

4. When you work, you don't have to go through the whole day just working. You can take 10 – 15 minute intervals after every 45 minutes of work. This is for you to be able to rest your mind and keep good ideas constantly.

5. If you are working in an office, take a time to stand up and stretch, have a cup of coffee, or have a snack at the cafeteria. This will help you regain most of the lost energy from work. You are not wasting time, you are giving yourself time to prepare for the remaining tasks you still have to finish.

6. Mark things or cross them out of your list after you complete them. Doing this is very relaxing. Besides finishing your tasks, this gives you a sense of achievement and will also motivate you to work more.

7. It won't hurt if you assign some tasks to other people. You are not working to impress a boss. You have to work on something to finish it. You can be more effective if you focus on fewer tasks rather than force yourself to focus on many.

8. Modern technology constantly develops ways to make life easier. It also has developed many ways to improve time management. You can make use of technology to make your work easier and accomplish them efficiently. Like instead of looking for a particular bit of information in the library, you can use the internet instead (although this is not recommended all the time).

9. Having fun is not wasting time. In fact, it is part of good time management. You shouldn't stick to your office chair for a whole day. You need to relax and have some fun to refresh your mind. You won't accomplish big projects if you pressure yourself too much. You have to let yourself loose every once in a while. An hour or two of rest is just enough to refresh your mind and spirit.

10. Whether you are an employee, a couch potato, or an athlete, the most important part of time management is sleep. You may have the entire work load in the world, but lack of sleep will just make the results of your work below par. You must give yourself 6 – 8 hours of sleep every day to be able to think clearly, keep you energetic and alert, and to be able to work at your best.

Chapter 4: What is Procrastination?

Many people are fond of delaying stressful tasks in favor of doing pleasurable activities first. Some are more comfortable working under pressure, which is why they justify their postponement of responsibilities until they get pressured by the limited time remaining before deadline.

In layman's term, procrastination is simply putting off a task because of habitual laziness and carelessness. Psychologists argued that putting off something because of rational or valid reasons is not procrastination.

Procrastination may be a result of many factors such as stress, loss of productivity, laziness, guilt, crisis, as well as low self-esteem due to social reaction to failures and not properly performing a responsibility or commitment. Further procrastination occurs if such feelings are combined and felt at the same time.

It is considered normal for people to procrastinate to a certain level, especially if their work is stressful or boring. It becomes a problem, however, when procrastination impedes normal daily activities because of serious yet invalid reasons.

Some serious cases of procrastination are caused by laziness, low ambition and willpower. However, there are people who attribute procrastination to identifying what is important for a person especially because there are cases where people tend to procrastinate on a task even if they like the job.

Chapter 5: Overcoming Procrastination

Procrastination is a powerful habit and many people are drawn to it. To overcome such setback, there are a variety of ways to focus on your tasks without putting them off due to a lot of reasons.

The following are useful tips in beating procrastination to become more productive in your work and other endeavors:

Face your fears. Procrastination may happen because of fear. Fear of what? You may have a lot of fears when you work. Fear of failure may cause you to pause and put off your task. You might be afraid to make mistakes, which is why you cannot start performing your task. In some cases, there are people who are afraid of succeeding. Remember to always face and conquer your fears. This is a good way to defeat your procrastination habit.

Making lists. Task lists are helpful in keeping track of your progress. With such lists, some people get motivated to work and finish all the tasks at a given time. In a list, put a date to each task and give it a time limit. In this way, you will feel slight pressure to finish a task as the deadline draws near.

Divide and conquer. When you are given big projects, facing them head on might end up with you losing to stress and headache. That is why some people, when given such projects, get intimidated or hopeless just by looking at the amount of work presented. In this situation, it would be best to divide the project into different segments and finish them one by one. You can make a list of the divided segments of the project and decide where to start. In this way, you can work on a big project without feeling how big it really is.

Recognize the habit and deal with it. When you start working on the tasks on your list. Thoughts of procrastination will eventually come into your mind especially if there are distractions and temptations around you. at a certain time you would find yourself thinking “I’ll just do this later” or “I still have time tomorrow, I’ll just play for now.” If these thoughts

come into your head, then this is a sign that you are about to put it off or procrastinate. You have to recognize these signs and try your best not to give in to temptation. Instead, try to start doing the task, you will then realize that the task at hand becomes easier to do once you have started on doing it.

Let the world around you vanish. When there are a lot of distractions around you, you'll really find it very difficult to finish your task on time. Working while the TV is on would be difficult especially if your favorite show is on, the same thing goes if you are working on a computer and your Facebook page is open. When you are working on a certain task, take away all distractions and focus on your task.

Treat yourself for a job well done. Finishing a task feels really good, even if it's just a portion of the project itself. Whenever you finish a segment of your project, reward yourself by indulging in things that you find fun and relaxing. You can eat your favorite snack, watch your favorite TV show, or play some video games. Limit your reward, however, into only a couple of hours and finish another task to obtain another two hours of fun. Having too much fun and forgetting about your pending work is also a form of procrastination.

Move around. To condition yourself before a job, it is good to move around the house by jogging and doing exercises such as push-ups or stretches to warm your body up change your mindset.

Love the mornings. Waking up early allows for empty mind. This allows fresh ideas to come to you. Usually in the mornings, many people find it motivating to work and not procrastinate. Of course, you won't be able to wake up early if you don't sleep early, so it is best to finish all tasks early and retire to your bed as soon as you can.

Jam. Other things may be considered distractions, but music isn't always one. If you are feeling bored while doing an assigned task, you can put on your earphones and listen to your favorite music. Listening to music can put you in a working mood and energize you for the remainder of the task.

Lessen the load. The main reason for people to procrastinate is because they have too much work load and they don't know how to start, or finish them. Claim only the tasks that fit into your capacity and finish it first before moving into the next one. It is not advisable to claim multiple

big tasks at once, but if for some reason you do, divide each project into different segments and work on a segment of one project at a time, then in another project's when you're done. In this way, boredom and procrastination is reduced.

Meditate. There is a time for everything. You have time to work, watch television, listen to music, eat, and sleep. You should also have time to sit down and be quiet for a while. You don't have to do anything, just sit and breathe. This relieves you from the stress of work and refreshes your soul. An American boy once asked a Chinese monk: "What if I can't take them, what if I die?" The monk answered: "Don't forget to breathe." Breathing without thinking of anything is the simplest form of relaxation, don't forget to do so.

No matter how many methods you read, doing them is another story. Beating procrastination is not as easy as reading the methods to do so. The urge to put off important tasks is strong, and many people find it difficult to fight.

Most people find procrastination very difficult, if not impossible, to avoid. However, if you are completely aware of the reasons for procrastination, you'll know how to overcome it.

Chapter 6: How to be Productive?

Being productive isn't as easy as it sounds. It means not being lazy and continuously using time to do things that are worth the time. If you are a person who is often overcome by laziness, you're always unmotivated to do things that are productive. Remember that your future will always depend on how you manage your time and how productive you can be with the time.

The following are tips you can follow to be a more productive person:

Instead of checking for work in the morning after you wake up, plan on what you have to work on before you sleep in the night. In that way you'll have something to look forward to on the next day.

Do not wait for work to go to you. This usually ends up with procrastination on your part. Instead of waiting for something to work on, go get it yourself. If you start by this act, it would be easier for you to generate ideas and finish the task you have chosen.

Motivate yourself by thinking of your goals and ambitions. Remember that you have to work hard in order to get your goals. Think about your goals every morning. This will give you the mental and spiritual energy you need for work.

Keep your workplace clean at all times. What invites a high quality work better than a clean workplace? If your place is messy, it would be very stressful for you, which may lead to unproductivity and even procrastination.

High quality work takes a lot of focus. Claim only a task which fits your capacity. Don't just say yes to everything, choose at least one or at most 3 projects and do your best to work on them.

Remember to keep yourself physically fit at all times. Although your work may only require you to sit down and encode, physical fitness is important to improve blood flow, which could lead to a better focus on a task at hand and create large amounts of energy for a whole day of work.

To be productive, you will need plenty of energy. Dehydration leads to a weakened state, which won't allow you to perform a task at your best. Drink plenty of water to replenish your body's supplies. With adequate hydration, you get enough energy, and become more productive.

When you have free time, don't just lie down on your sofa without doing anything, or just sit on the bus or the train on the way to work. You can read informative books or listen to audio lessons about subjects that you are interested in learning.

You'll be more productive if you work on a task without being disturbed by anyone. That is why some successful people are difficult to find. They usually work inside a hidden room in their house. If you have an important task at hand then you might want to get away from the things and people that may distract you so you can get the work done as soon as possible.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to properly manage your time, know and beat procrastination, and manage yourself to be more productive.

The next step is for you to try the steps provided and be more conscious of time. Proper time management is the key to success. As long as you know your limitations when it comes to workloads, nothing could go wrong.

Finally, if you enjoyed this book, please take the time to share your thoughts and post a review on Amazon. It'd be greatly appreciated!

Thank you and good luck!

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Score Quickly

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