


TOP 10 WAYS TO CREATE MORE TIME IN YOUR DAY

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1. It all starts with mindset. Understand that time is your most valuable asset. Spend it wisely because you can't get it back again.
 2. Time block your calendar during your highest energy time of day to work on key projects.
 3. Cluster similar activities to work on them e.g. running errands, client service, networking, education.
 4. First things first - don't multi-task! Do one task and complete before moving onto the next.
 5. Set a task timer and create a sense of urgency. See just how much you can get done in 20 - 30 minute periods.
 6. Go on a distraction diet - notice how much time and energy is wasted through open tabs, interruptions, searching on social, etc. Get real and honest and start removing distractions during productive time.

BONUS TIP: Always leave a clean desk to start afresh again each day.

7. Limit email - only check and respond to emails 2 - 3 times a day and never before your first priorities are taken care of!
8. Set clear intentions for activities - if you're going networking, how many people do you want to meet? If you have an appointment, what is your intention for that appointment?
9. Use the 4Ds for sorting - Do it now (if it can be done in 5 mins or less), Dump it (if not related to your goals), Defer it (not everything needs to be done today) or Delegate (to somebody better qualified than you to do it)
10. Proactive planning - "Failing to plan means planning to fail". Take time at the beginning of each week to review your goals and priorities for the week. Each morning decide on your 3 "must dos" for the day.