

5 Quick Time Management Techniques And Top Ten Tips

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Most people seem to believe there aren't enough hours in the day. They spend hours and hours at what they believe is work, but more than likely the majority of their day was spent in meaningless tasks that make them look busy without really accomplishing much. Maybe you think you are pretty efficient at work, but I bet if you take the time to think about what you do in a day, or even log your time, you will notice times when you are spending your precious time on tasks that aren't really crucial or even important. For example, how many times per day do you check email? How many times do you visit a forum or YouTube while you're working? How many times do you stop to chat with a coworker about something that isn't work related, even for five minutes? Most people would be shocked if they logged their time carefully each day. Studies have shown that in an eight hour day, most people get only 2-4 hours of true productivity in. If you could increase that to six or seven, imagine how much more you could get done? We're going to look at five quick and simple things you can do to manage your time better and get more done. I'm only going to go over the easiest techniques I know of to implement so you can get started right away. I've found that most people have trouble implementing various tactics if they aren't quick and easy. Once you've implemented a few and you start seeing results, you'll be more motivated to stick to a great time management plan so you can keep seeing these results.

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