



8 Time Management Tips

8 Time Management Concepts That Will Help You Get More Done

Your Environment

To produce prolific work you need to be able to function in a workspace that suits you and facilitates the effective production of work,. This includes computers, the right amount of desk space (4ft for me!) so you have what you need at hand, the lighting and what's on the walls – so you are appropriately stimulated, the blocking out of distractions, the impossibility of you being interrupted ... you get the picture. This stuff matters.



Avoid Busyness

Stop yourself from getting caught in activities and details that don't matter. Activity is not the same as productivity – don't ever forget that.

Be Aware Of Murphy's Law

The truth is everything takes longer and costs more, than you think it will. What can go wrong usually does and nothing is as easy as it appears.

You Must Plan

You need to determine what needs to be done. You also get to decide who does it and by when. Use this power responsibly and whatever you do don't just turn up to work tomorrow and leave it until you sit down at your desk before you decide what you are going to do. That would be bonkers.

You Must Have Priorities

All successful people have a systematic arrangement of activities based on their order of importance. The things that are at the tip of the list are the ones that



matter most to the success of your business and the achievement of your goals.

Responding to emails from other people who are trying to hijack my agenda, don't get a look in until the important stuff has been done. Recognise the 80/20 rule – it's proven that 80% of all results are derived from 20% of your efforts – which is another brilliant reason why you should be setting aside those 90 minute chunks every day – and making sure that you are doing the right things in those 90 minutes.

Stay Proactive

You must not be reactive to situations in business but, instead, stay on the front foot and maintain proactively by using positive movements to take it towards the accomplishment of your goals. If you find yourself getting pushed or pulled by others into doing things that are not moving you towards where you want to be, then you will need to stop, and resist with all your might – because it is your life and your time and your success that is at stake here.

Eliminate the Time Wasters

Anything and anyone who side tracks you from the achievement of your goals needs to be banished from your life. The first steps towards this are banishing them completely from your 90 minute slots. At least that way you are able to put in that focused time that, in truth on its own, is capable of transforming the vast majority of businesses.