Here's how business teams can reach goals and condense work hours

13 techniques to maintain productivity and work-life balance.

While everyone on the planet is dealt the same 24 hours to get things done, it can still be tricky at times to find the right work-life balance habits. Measuring the minutes and hours spent on daily activities is one way to evaluate how to reduce typical workweek hours and delegate some of the workload.

When it comes to setting up boundaries so you can focus on the areas that really need your attention and talent, no one is better suited to protect (and respect) your time but you. In the end, this approach will lead you on the path of professional and personal growth.

To transform a 60-hour workweek to 30 to 40 hours, try these tried and true techniques from 13 Fast Company Executive Board members.

1. LEVERAGE TOOLS TO SIMPLIFY DAILY AND WEEKLY TASKS.

By fine-tuning the process and operations. I have been on so many marketing teams that don't have any processes or operations implemented. Making sure that the tasks you do on a regular basis are easily repeatable and don't have to be reinvented each time will save hours each week. Don't be afraid of leveraging the right tools. – Stacey Politi, MainStreet

2. REEVALUATE THE PURPOSE OF SPECIFIC MEETINGS.

There are a lot of meetings that everyone attends. Question yourself before you accept every meeting. If you ask yourself: Am I needed for this meeting? What is the objective of the meeting and are there clear outcomes that are needed at the end of it? Magically, you will reduce 50% of the meetings on your calendar. – Krishnan Venkata,LatentView Analytics Corporation

3. SHARE THE WORKLOAD WITH YOUR TEAM.

Utilize the people around you. A good leader knows that they can't do everything. That is why you want to surround yourself with talent that not only compliments your skills but also can augment your abilities. Everyone does not have to be a superstar but they do need to be part of the team. Share the load with those who can help. In some cases, they may even do a better job than you. – Lonnie Buchanan, Veracity Solutions

4. MINIMIZE NON-VALUE-ADDED ACTIVITIES.

This suggestion is highly context-dependent, but I would encourage leaders to be laser-focused on what they're attempting to accomplish, with a critical eye to minimizing non-value-added activities, and looking for balance across multiple weeks, instead of consistent hours per week criteria. For example, peaks and valleys are the norms in management consulting. – Krishna Kutty, Kuroshio Consulting Inc.

5. SET UP RULES OF ENGAGEMENT.

Knowing that most of your internal and external clients require your utmost attention, you also need to master the skill of establishing boundaries and delegating to your direct reports—if you're lucky enough to have them. Set up rules of engagement, prioritize who is a priority, and what or whom can be delegated. Share the expectation with stakeholders that email will be responded to within 24 hours and a text message response will be sent within eight hours. – Jeff Rutchik, freemanco.com

6. IDENTIFY WHAT ONLY YOU CAN DO.

Delegate more responsibility to your staff. Figure out what only you can do and inspire others to do everything else. Turn 60-minute meetings into 30-minute meetings and 30-minute meetings into 15-minute meetings. The world is your office. I answer Slack messages on my Apple Watch and dial into calls from my car when I need to be on the go. By getting at least seven to eight hours of sleep every night, you will find that you can be more productive in less time. – Cheryl Contee, The Impact Seat Foundation

7. SCHEDULE TIME BLOCKS.

Practice time blocking and reduce internal meetings to no more than eight hours of a 40-hour work week. This is especially important on Friday afternoons when you need focused time to catch up on unfinished tasks for the week. – Dean Calhoun, Affygility Solutions

8. RANK PROJECTS BY URGENCY AND IMPORTANCE.

I use the Eisenhower Matrix to rank projects by urgency and importance. Once categorized, it is easy to identify tasks to delegate, stop, and of course which items you should really focus on. If it is in your urgent and important quadrant, own it and plan the time to work it through without interruptions. Make sure to schedule urgent work and your business-as-usual work to achieve the right balance. – Michael Cupps, ActiveOps

9. PROTECT YOUR TIME AND DEMONSTRATE BY EXAMPLE.

No one will protect your time but you. Focus on the outcomes for which you are responsible and prioritize what you are going to spend your time on, ensuring it aligns with what is most important. If your answer is that everything is important, your hours will always exceed what you want. Schedule time, focus, and protect it. If you don't protect it, it will signal to others they can take it. – Karl Giuseffi, Talent Plus Inc

10. UTILIZE AUTOMATION TO REDUCE TEDIOUS TASKS—IF POSSIBLE.

It's not the most pleasant thing to hear, but the answer won't be the same for everybody. It depends on the person's goals and available resources. Let's take two extreme ends: someone who's already got the extra money to spend versus the beginner entrepreneur. The answer to the first person would be to automate and/or delegate. The answer to the second one would be "you can't reduce your hours now, sorry." – Solomon Thimothy, OneIMS

11. TRACK YOUR TIME SPENT ON DAILY ACTIVITIES.

Measure the minutes and hours spent on each type of activity. I've used third-party activity trackers, for example, Timecamp, with great success. Once done, simply cut the waste. Emails were over 73% of my time. I spent a week unsubscribing from all marketing emails on my work and personal account. I got back about half a day. Rinse and repeat this method. – Kris Pazhayanoor, TOTALogistix INC

12. MAINTAIN YOUR WORK-LIFE BALANCE.

We've been conditioned to think we need to start with a clean slate each day. This means we say yes to everything, often crossing off things from the to-do list at all hours of the night. It will all be there the next day. Changing this mindset has to start from the top. If you send an email to your employees at 9 p.m., you need to let them know you do not expect them to respond right away. – Kristi Melani, Telesign

13. SHARE PRE-READ AGENDAS OR ASYNCHRONOUS VIDEOS.

Kill the 60-minute meeting. One of the easiest ways to help your team be more efficient and effective with their time is to address your "meeting culture." Cut that recurring 60-min meeting, or at least look at ways to reduce the meeting time and make it more productive. Set agendas and desired outcomes, provide pre-reads or asynchronous videos in advance, and reserve meeting-free time. – Rose Bentley, Qumu Corporation