



Time Management

We all have the same amount of time in a day, here are some tips to make you feel more productive:

Limit distractions - If you have tasks that require focus then do whatever it takes to reduce distractions so you can get the task done more efficiently.

Reduce your to-do list - This sounds counterintuitive but trust me it works. If you have a to do list of 50 things on it, but can only get on average 10 of those tasks completed each day then we usually only focus on the 40 remaining tasks. If you reduce your list to 10 top priorities, and you complete those 10, now you feel more productive. No one is telling you to stop at 10, but lets be realistic with what we can actually do in a day.

Notice what time of day you have most energy - Once you have this figured out, use it to help with productivity and do the tasks you do NOT like doing during that time of day. By using the time of day when you have the most energy, you will have more energy to get those tasks you don't like done and still have energy during other parts of the day for tasks you enjoy or are neutral with.

Time your tasks - Some times we put off things because we don't think we have enough time to complete them or we don't account for enough time and tasks can derail our day. If you actually time yourself doing the task (not racing yourself) then you know exactly how long it takes to do a task, like cleaning the kitchen, so then you can insert the task when you have a few minutes instead of waiting until you "have more time" or you are realistic with how long something will take and don't overbook yourself.

Time management can be tricky for those it doesn't come naturally to. If you want more hands on support, reach out for coaching. I have lots more tricks up my sleeve!