Time Management : 10 Tricks For Absolute Mastery

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Prioritizing
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- Based on deadlines

- Based on what
matters the most to
you

- Based on Ease of
the project.

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Planning

- Urgent need not mean important

- Plan a lax time

- Make your mistakes sooner

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Easy One Last?

- Don't push the easy one to last.

- Combine it with another project/leisure.

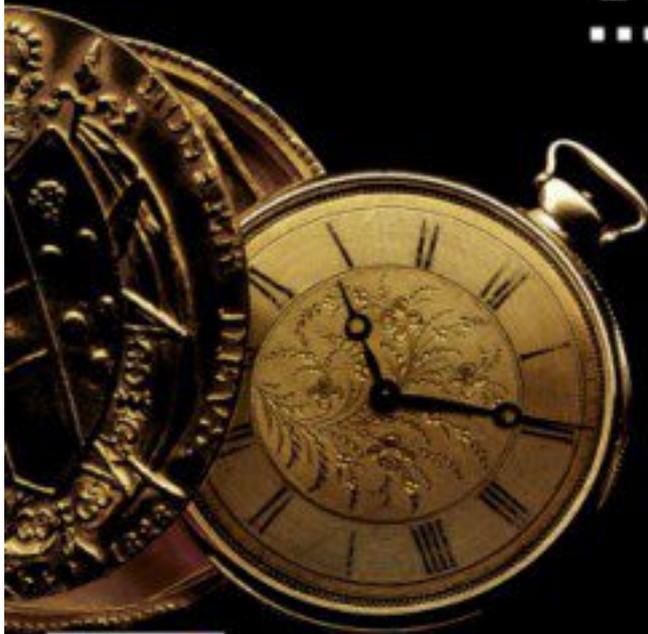- Make sure you finish it on importance and not on ease.

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Procrastination

- You won't have more time tomorrow.
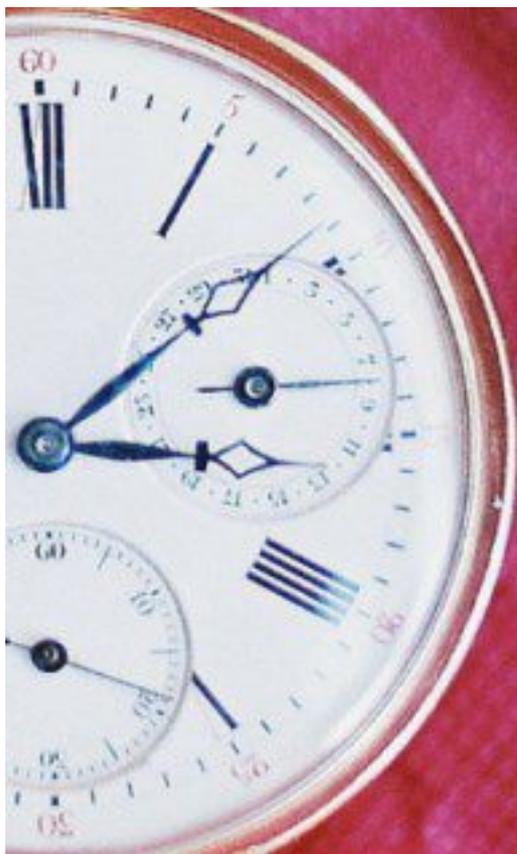
- It will not be easier tomorrow.

- Do something today, even if it is very small.

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Chunking

- Split the project into small parts.

- Keep smaller targets leading to the bigger one.

- You don't have to do all at once.

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Combining

You just need to be smart about time.

- You can combine reading with travel.
- Listening to a tape with the gym.
- Relationship with doing an activity together.

Your Most Productive Time

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- What time of the day are you at your best?

- You don't have to put just hours into a project.
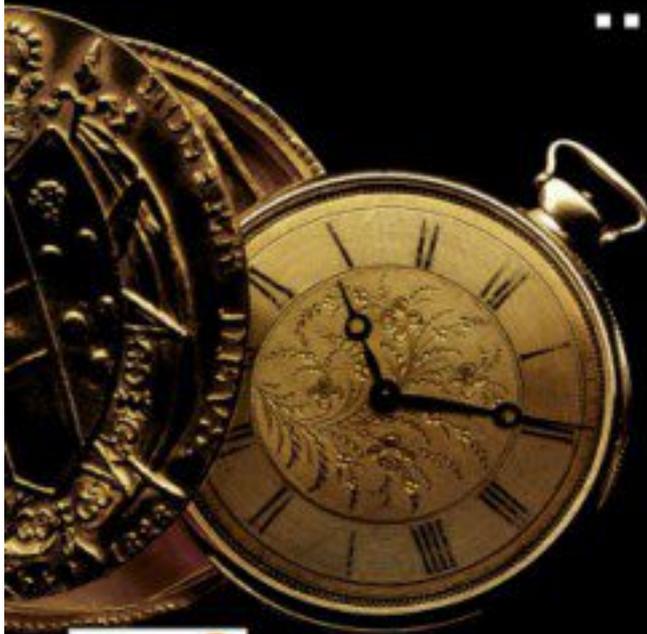
- Work through your strengths, work smart.

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Have a Break

- All work and no play leads you nowhere.

- Take breaks, refresh and come back rejuvenated.

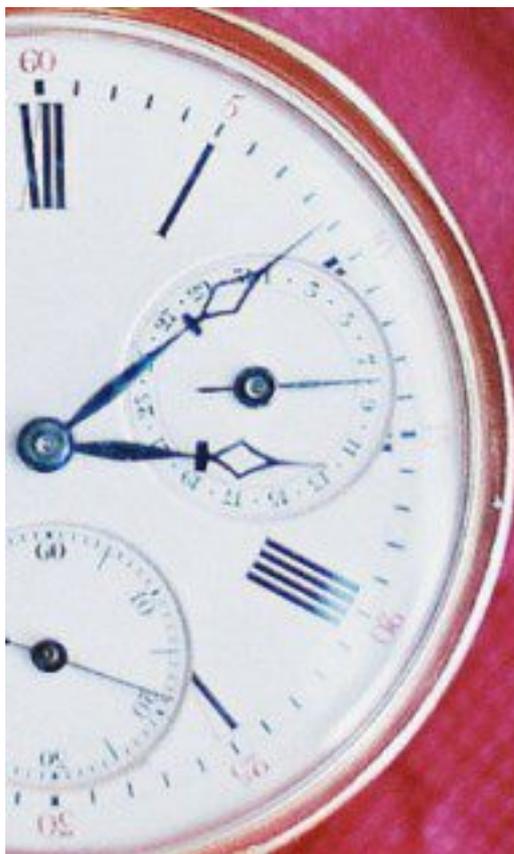→ Keep it simple and separated.

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Working Overtime

- Don't over promise and worry later.

- Working over time doesn't necessarily mean you work good.

- Spend time on efficiency rather than back breaking hard work.

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The Big Picture

- You are more important than the project.

- Don't let time play on your emotions and priorities of life.

- Everything else can wait but not your life!

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