

7 TIME MANAGEMENT TIPS TO

MAXIMIZE YOUR POTENTIAL



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If you've resolved to stop procrastinating, work smart and be more productive so that you can maximize your potential, these time management tips can help you do just that.

1. Limit Multi-Tasking

While many people boast that they're great multi-taskers, that may not be a good thing. Entrepreneur reported that a University of Michigan study found productivity drops as much as 40% when participants tried to do two or more things at once. Aim to focus on one task at a time to increase your productivity.

2. Schedule Your Time According to Your Energy Level

If possible, try to create a schedule based on your particular energy levels at various times of the day. For example, if you tend to have more energy and focus in the morning and less in the afternoon, try to create a routine that includes more tasks earlier in the day. Good planning is 90% of time management.

Break down your tasks from the moment you wake up until bedtime - not just during your work hours, setting a time limit for each and sticking to it. This can help with all sorts of things in your personal and work lives, including big milestones like searching for and buying one of the Charlotte homes for sale.

3. Make Time for Exercise

Being physically active can boost energy and help clear your mind so that you'll be more productive afterward. That means scheduling in time for exercise should be at the top of your must-do list.

It can be anything from a yoga session to an hour at the gym, a 30-minute jog or walk, or getting out on the golf course.

4. Leave 'Buffer Time' Between All Those Tasks

Don't schedule in one task after another. Allow for some "buffer time" that will allow you to breathe in between so that you'll feel less rushed.

5. Set Your Alarm Earlier

We all need more time and one of the easiest ways to get that is to set your alarm to wake you up earlier. You can use those extra minutes to exercise, read, and plan out the day ahead.

6. Know Your Goals

Be sure that you're engaging in activities that support your short- and long-term goals. If you don't you could be wasting a lot of time that could be far more productive.

That daily plan should include working on activities and tasks that will help you reach your potential so that you can grow your career, or your business.

7. Eliminate Distractions

Pay attention to how many times you get distracted while you're in the middle of working on an important task. The most common distractions are typically self-induced.

That includes interruptions by your smartphone, email, Facebook notifications and so on. Smartphones are one of the most addictive devices and insidious time wasters there are.

Turn off your phone occasionally so that you can focus on the task at hand. Then, plan breaks during the day to catch up on voicemails, texts, emails, etc.



About the Author

My name is Kalen Bruce, and I am the founder of [MoneyMiniBlog](#). I'm really trying to start a revolution here with all this "mini blog" talk. I think mini blogging will become more popular as our days seem to get busier and our attention spans get shorter. Whether your attention span is short or not, mini blogs are much more convenient to fit into your life than full length blogs.

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