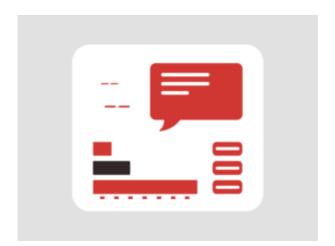
Lack of Time Infographic







Fill in the timeline with the task you wish to complete by that time, and then start working with it accordingly. With the help of timeline sheets, you keep track about how much you get done during the end of the day. As well as knowing where did you spend your time: is it producing results or wasted on unproductive task?



Create time blocks for the most important tasks descending to the least important tasks. Keep the timeline as detailed as possible so that you can discipline yourself to dedicate your time for each task.



Give 50% of your time to all the activities or appointments that will bring you the best result.



You can plan ahead, but you can never really know what may pop up. So, make time provisions for interruptive events. With this, even if your day gets hijacked by something urgent, you can finish the important tasks beforehand.



Switch to the "Do not disturb" mode and be 100% focussed on the task you're attending to. Turn yourself away from anything that distracts you from your work, such as messenger, social media platforms, TV series, etc.



BE REALISTIC IN YOUR GOALS

Focus on quality rather than quantity. Don't pressure yourself too hard to get things done on the timeline you set. Be realistic with your goals by pushing yourself just enough but giving yourself breathing space to stay motivated too.

"THE ONLY REASON FOR TIME IS SO THAT EVERYTHING DOESN'T HAPPEN AT ONCE."

- ALBERT EINSTEIN

www.coachtrainer.org

Source:

Source: https://d.docs.live.net