

Time Management Techniques



Set Clear Goals

By setting clear goals, you can accomplish two important things: focus your energy on what you want to achieve, and makes you more productive because you know exactly what you're working towards.



Maintain a Routine

With time and consistency, your body will fall into the routine you create, and you will experience a better flow.



Prioritize

Make a list of everything you must accomplish, and order them by the amount of effort each task takes.



Delegate Tasks

Evening out your workload will reduce your individual stress, allow you to be present with your team, and increase your personal productivity.



Peak Productivity

After you find your most productive time frame, avoid scheduling meetings then so you can focus solely on your tasks.



Avoid Multitasking

In order to produce quality work, accurately recall information, and accomplish goals, refrain from multitasking.

