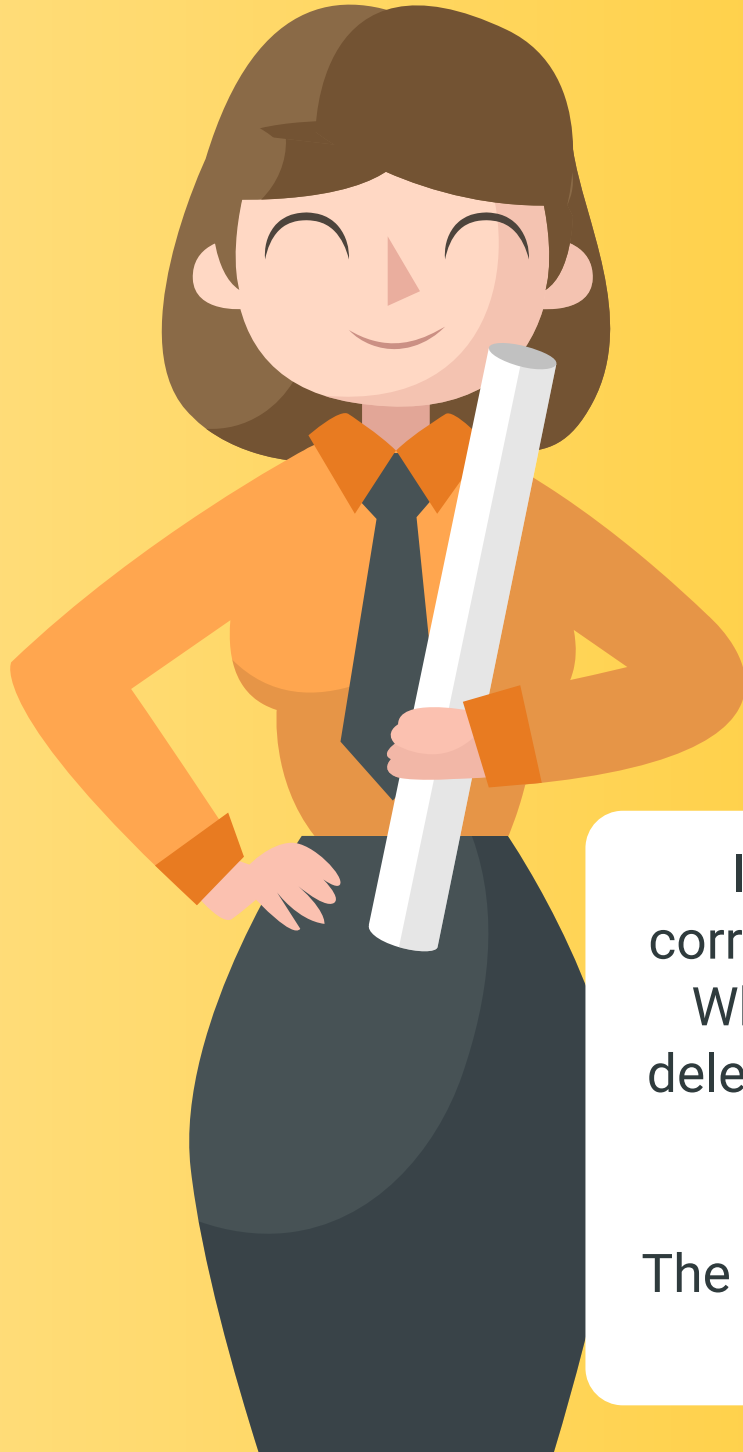




**PRODUCTIVITY
TIPS AND
TRICKS
THAT WORK**



Time Management Tips

It is so important that you manage your time correctly, no matter what you are trying to get done. Whether you are a freelancer or you just want to delegate your chores more productively through the day,

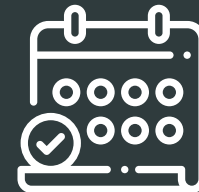
time management is EVERYTHING.

The following 10 time management tips should help you enormously in getting everything done.

Not enough hours in the day? Schedule your time

Time blocking means literally planning out every hour of every day.

Put everything on your calendar including the most mundane tasks.



2

Do you get distracted easily? Turn off notifications

When you are in the middle of something, don't let yourself get distracted by something else.



3 *Got an important task? Do it!*

That one task you need to get done? Do it first and after it's complete, you will be so relieved.



4 *No motivation? Give yourself a reward*

It is going to keep that motivation strong throughout the day/week.



5 *Need to work faster? Make plans*

To get all tasks are done by the end of the day, make plans with family or friends for later.

***Working yourself
into a hole?
Take breaks***

6

Actually schedule your breaks into your calendar, set a timer if you want to make sure that you stick to them.



(15 minutes for every hour is recommended!)

***Are you bored of the task?
Do something else
on your breaks***

7

Doing something unrelated will give your brain a chance to rest but not so much so, that you lose sight of what you are actually trying to get done.



***Are you too fussy?
Do a first draft first***

8

Complete the task before you edit it or make any necessary adjustments. It's proven that working this way will ensure you work more effectively.



9 *Tempted to multi-task?* **DON'T!**

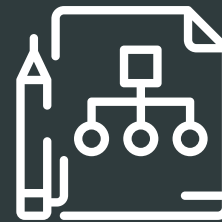
You might think you are an awesome multitasker but it's a much better idea to focus on one task at a time in order to give everything your all.



***The task seems
too big?
Break it up***

10

Breaking up a huge task into 6 smaller ones will make it seem much more achievable.





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