

20 Tips For Better Time Management

20 Best Time Management Tips. The tips works great of you plan to achieve more within a small period of time.

- Stop multi-tasking
- Set deadlines
- Prioritise tasks
- Remove distractions
- Keep your mind fresh
- Work when most productive
- Set reminders
- Turn off email alerts
- Batch your tasks
- Brain dump your thoughts
- Decline additional commitments
- Tidy your workspace
- Get more organised
- Get in a routine
- Manage your stress
- Delegate tasks
- Break big projects into steps
- Only take on what you can finish
- Get inspired
- Only focus on what matters