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Time Management Intro

The most common problem that we actually have to deal with in our lives is definitely time management. For some reason, it almost feels like we are literally just unable to do everything on time and because of this we end up suffering a lot along the way. This is our fault as human beings, we are smart, sure, we are very good at adapting to literally everything, but when it comes to managing our own time we simply put cannot do it.

This is why we need a lot of help from outside sources whenever we are struggling a bit with our lives. Getting every little bit of help possible can mean a world of difference when we're on our last bits of patience. This is the main purpose behind this short ebook, to be that outside source for you.

It won't be easy, not in the slightest, but it will be the quickest and most detailed guide to managing your time better that you can find out there, so if you're dealing with a lot of stress lately because you cannot plan anything out and because you're physically and mentally drained, then this is definitely the book for you.

So, you might be wondering what exactly there is to time management in the first place. Well, to put it bluntly, it all depends on how devoted you are to following a proper schedule. Sure, there will be moments that will force you to have to postpone certain tasks and adding too many of them for later finalization will literally burn you out, but there are plenty of other ways that you can handle extra work without having to deal with the burnout sensation after you're done.

This is what this book is all about, these extra little challenges for you to take on every day. They might sound a bit silly and even downright childish, but if you wish to be able to keep a straight face throughout your whole day without literally falling asleep from overdoing it then you will need to do everything that we tell you.

But before we get into that we should explain exactly how you can tell whether these are the proper techniques for you to use, so we need to explain step by step the “symptoms of a bad time management approach”. The reason for this is that there are plenty of people that believe that they are simply bad at managing their time when in fact that is not true. For a lot of people there is only one way to get better at managing their time and that is to literally just stop procrastinating.

The problem with that ideology though is that it doesn’t work for everyone, as mentioned previously. For some people it is literally impossible to redress themselves by simply “stopping the procrastination”. Some people require an extra bit of help besides just doing that. This is why we need to establish whether you actually need the rest of this ebook or if your issues can simply be stopped by stopping the procrastinating process.

After we’re done with that aspect we can also concentrate a bit on how to deal with the extra stress coming from overworking and how you can relieve all of that stress away by doing simple actions like going jogging every now and then and even just going to the gym a few days. Regardless, it will all be in this short ebook.

After we're done with that aspect we can always concentrate on how you can maintain it and all of that stuff. But regardless, enough rambling for now so let's get started with the first aspect of this book, aka:

How to get better at time management

Alright, so let's first repeat this idea first and foremost: do you actually have a problem with time management or are you just too used to procrastinating at all times?

If you wish to actually get your problem solved then you need to answer that question properly because based on that answer this could or could not be the right book for you. If you're just procrastinating the whole time then you simply need to stop doing that. You need to force yourself to work more, and that's a fact.

As you may have guessed by now, being bad at time management doesn't necessarily have anything to do with procrastinating. Sure, it can be one of the many factors as to why you are not able to get anything done, but if you do actually want to get your problem fixed you need to realize the fact that (if this is the case for you) you need to do a lot more than just tell yourself to overdo everything until it's done.

So, again, the purpose of this whole book isn't to stop you from procrastinating. There are plenty of books regarding that topic that you'll need to look into, but this isn't the one for that. Sure, you may be able to associate them every now and then, but do not mistake one for the other.

Procrastinating simply means that you are bad at actually switching that switch in your brain that tells you to start doing the work that you need to be doing, while being terrible at time management has hundreds of connotations that you need to get into before you can actually start finding the solution to your problem.

So, for the last time, bad time management doesn't equal procrastination. Got it? Alright, good, so now that we've got that out of the way we can concentrate on what really matters here, aka the many different solutions that we've talked about before, including:

Create a time audit

There is actually such a huge discrepancy between the time that you think you're using properly and the time that you're wasting that you need to fix before we get into anything else. What this means is that you need to manage your time a bit better throughout the day.

This will take a while, so stay with us, but what you need to do is you either need to get yourself an app that does this for you or you can just simply take a piece of paper and a pen and voila, you should be able to do this.

What "this" is, is basically a way for you to know how much time you spent being productive and how much time you spent slacking away. You need to know this before you actually get into the second part of this whole "solution" for your bad time management skills.

So, take a pen and a piece of paper with you for a good three weeks or so and document everything. Document how much time you spent just laying around on the ground, record how much time you spent doing casual housework and obviously, keep a separate tab on how much time you spent actually doing work during that day.

We sometimes believe that we cannot accomplish anything because of how little time we have, but most if not all of the time we are mistaken about how much actual time we have to do things. We assume that just because we are only able to do a certain amount of things during the day that means that we cannot overdo it.

Most of the time you'd be right to come to this assessment because overdoing it is something that you need to avoid at all costs, which is where this audit comes in. After you've taken the results and studied them you can easily tell the fact that you are not actually using your time properly at all.

So, this is where the final part of this task comes in, aka reorganizing yourself based off of that audit. We suggest that you do the hardest work at first, take a quick break where you do something that helps you relax, like watch a movie or go for a quick walk or something, and afterwards start piling up the rest of your tasks for the day.

This will take a bit of time, we can assure you that much, but the results speak for themselves. After you see your own pattern though this will actually become extremely easy to take advantage of and before you know it you'll have a much better time schedule which will in turn lead to a way better life.

Yes, having good time management skills is definitely a plus because your whole life depends on it. If you're not good with your time management you are literally running on fumes, which is why this part is so important. Alternatively you can also ask for your friend's advice when it comes to coming up with ways to adjust your time schedule better.

Regardless of what you choose, you need to agree over the fact that it is the best thing to do and the results obviously speak for themselves. You are literally doing your best and you are working at full capacity if you're doing this properly, and it doesn't even imply you overdoing anything either.

You are still doing the same thing as before, but you have a better life because you are way more rested during the day and you no longer have to take care of serious projects during the night either. This guarantees you a better sleeping schedule too and if you're doing it properly you'll actually feel like your whole life has gotten better since you started doing it.

So, all of the signs point towards the obvious, aka just get an audit. A piece of paper and a pen works just fine, but there are plenty of apps out there that you can use to your advantage and that's a fact. Regardless of what you choose to use for this little project, the truth will always be the same: you have significantly upgraded your lifestyle which shows in the best way possible.

The To Do list and the Done list

You should already know by now what a to do list is, but just in case you don't let's provide a short little description: You literally just pull out a piece of paper and a pen (or you can use a more advanced version aka literally just

downloading an app for it) and you start writing everything that you need to do during that day.

You can also write them down in a certain order, from the hardest tasks of the day to the easiest, from the most time consuming ones to the fastest to complete ones, from the most urgent ones to the ones that can wait a day or two. It all depends on your own personal preference, but from what we've seen, a more hectic to do list can actually hurt you quite a lot too since you don't necessarily know which to get onto first and you can actually end up with a few very time consuming tasks during the night.

After all, the point of this whole book is to help you manage your time better, so you need to avoid this at all times. Get the perfect order that suits your style the best and you should have no problem with getting everything done by the end of the day.

So, now that you do know what a to do list is, how about we also explain what a done list is? If it isn't obvious already, a done list is the type of a list that you just keep on adding to throughout the day and that you never cut off from that list.

Unlike a to-do list in which the main point of the whole thing is to take that pen and cross out every task that you've already done during that day, with a done list you literally just write them there as a reminder of all the things that you've done during that day.

Yes, it's one of those things. What you need to do is you need to make sure that you've got a lot of tasks every day, and just like that you can compare the

two lists every now and then. If you've done everything we've told you so far then you should pretty much have two identical lists, outside of the crossed out words in the to do list, but even if you haven't been able to do it just remember that there is always tomorrow.

This is why it is so important to do the hardest and most urgent jobs during the morning. That way you'll literally only have the easiest jobs during the night which you can just drop then if you literally can't do them anymore. Just remember that the feeling that you'll get from completing everything in both lists will make you feel like you're out of this world almost instantly.

No more distractions

One of the worst habits that you can get on your hand is allowing those around you to distract you. If you actually start permitting them to do it then we can assure you that without a doubt you will not be able to complete any tasks by the end of the day. If you want to be absolutely sure that no matter what you'll have done every one of your tasks by the end of the day then you need to cut off every single negative and distracting person from your life.

What you need more than anything else is definitely a safe environment that's also regularly cleaned and safe of any distracting noises or smells. This means that you cannot take your work at home with you most of the time, sadly, but it is a sacrifice that has to be made in order to make sure that you get everything done by the end of the day.

So, you might be wondering right now how you can actually do this to begin with. Well, sadly enough just telling people to leave out of your life because

they're distracting doesn't always give the best results possible, so you need to be a lot more tactful about it. This means that you need to distance yourself from those individuals while you work.

You can do this by wearing headphones around while you work, you can also make sure that this works out for you by leaving notes around you that spell out the fact that you are working and that you shouldn't be disturbed while you're working.

If the people around you cannot do this then quite frankly it is time to find new people to hang around with. Yes, it can be a bit harsh but it is your health that we're talking about here. If you do not make sure to cut off any negative people from your life then they will drag you with them, causing you to lose every bit of focus that you have and thus making sure that you get nothing done by the end of the day.

In order to make sure that this doesn't happen, again, you need to cut off those people before they have that negative impact on you. But it isn't always that simple. Cutting people off can be quite challenging, but distractions come in many different shapes and forms. For example, one obvious distraction can be a pet that wants to be cuddled at that point in time.

That distraction can even mean that you cannot concentrate because the fan is too loud or the air conditioning is blowing too much cold air into your room. Distractions can take most any form out there, but the solution is always the same. Change your lifestyle to better suit your time schedule. If the pets are bothering you then you need to take them out of the room or just drop them off at someone else's.

Alternatively, if you have the money for it you can always pay a local child to just keep them occupied for some time. Yes, it can be quite silly, but what child doesn't want to make a quick 10 bucks by simply petting and playing with a dog? Just think about it, it's a win-win scenario regardless of who you're taking into consideration here.

Don't multitask

Multitasking can be extremely helpful at first if you have to do multiple tasks and you have a very limited time to do so, but what should be noted here is that it isn't always that easy. Multitasking sure does seem like the perfect solution to time management, but it actually is quite the opposite of that since it often leads to the biggest enemy of time management, aka the burnout.

If you're not careful and you're too busy to actually do multiple jobs during that night it's best to leave them for tomorrow because multitasking will only worsen things. Multitasking will make you feel better about yourself at first, but if you continue to do it you will, sooner or later, experience the dreadful burnout.

In case you don't know what a burnout is, let us explain. Basically, if you overdo things to a certain point you will literally end up at the point where you cannot do anything anymore.

In this stage you literally are incapable of moving a single muscle, and what's worse is that your brain also can't handle anything anymore either. If you want to actually get things done without this massive downgrade in quality then you must do your best to not have to multitask.

Yes, a burnout can happen even if you're not multitasking, but if you continuously overdo yourself then we can assure you that the burnout is coming, and once it's there you will soon realize the fact that it is nowhere near as pleasant as it sounds.

Not being able to do anything is a very bad state of mind to be into, which is why it is so important that you don't start overdoing everything by multitasking. Yes, it will help you get things done faster, yes, it will fix your problems if you have multiple jobs to do and you don't have the time to do everything particularly, but at the end of the day that is not something that you need to rely on.

There are very few things that are as damaging to the human body than the burnout, which is why you need to avoid this at all costs. Just drop everything off if you're starting to feel like that burnout is coming. Yes, it will hurt you to see everything unfinished by the end of the day but you can always pick right back up the next day and continue to do everything the same way that you would have done the previous day.

There is just no reason to start multitasking anymore unless it is your only option, but even so you should always try to strive away from doing this regardless of the many advantages it brings with it. So, just for one last time, let's repeat ourselves.

Multitasking is not a good way to deal with an overload of work. You need to take your time and do them all properly because multitasking will not only hurt the quality of your work, but it will also make sure that you are incapable of actually pulling through with the following assignments anymore either. So, just

stay safe and stay within your lines. This is no time for you to overload yourself with extra work.

Stop striving for perfection, strive for completion

Nobody will ever ask you to be perfect because newsflash... nobody is perfect. But at the end of the day you will find yourself striving for the best results possible. In order to make sure that you don't overdo yourself again in this scenario you need to make sure that you stop going for the perfect results and instead that you simply try to do the bare minimum that your job requires you to do.

Yes, this may sound a bit bad every now and then but it should be pretty obvious that you shouldn't mock your boss either by underperforming every time you start doing what you're doing. What we mean by this is that if your job is requiring you to stay there and watch a bunch of sheep for 8 hours straight then you need to watch those sheep for the whole 8 hours and nothing more and nothing less.

Even if you're doing it all for yourself it should only come as natural that you're doing the best that you can while also not striving for the perfect results either. If you need to go for a run then you go for a run. Sure, it can feel more rewarding to run 8 miles as opposed to 6, but in doing so you'll be basically messing up your own schedule right then and there.

What you need to do is, again, you need to strive for completing your tasks without actually overdoing it or forcing yourself to get the best results possible. Yes, getting new records and such can feel very rewarding, but you know what's

even more rewarding than that? Actually completing all of your tasks of the day and still having enough free time to spare in order to watch a movie or play a game or such is definitely more rewarding by the end of the day and that's a fact.

Alternatively you can also time yourself and divide your time in such a way that you can do everything on time and still get breaks in between your working. This is what you need to be striving for and that's a fact. There is no real reason for you to overdo anything unless you're trying to do as much as possible, but if that's the case then you need to get your priorities straight before you end up multitasking.

As mentioned previously, multitasking should be your last wish at this time, so make sure that you don't overdo anything and overall you need to stop concerning yourself over who gets the best results by the end of the day and instead just focus on doing your job on time.

There is nothing more rewarding than having done all of your tasks and still having time for other activities. You'd be wrong to assume that doing more would be more fulfilling. Nobody cares, not your boss, not your friends, no one. You're the only one that puts value into overdoing your tasks, so it's about time that you stop.

Ignore the small details; focus on getting the job done

This is another pretty self-explanatory tip that we can give, but alas, the results speak for themselves. If you wish to get the best experience possible then you cannot waste your time focusing on every small little detail regarding the task at hand and instead you should be simply focusing on getting the job done.

This actually goes hand in hand with what we just talked about above, aka never striving for perfection and instead simply striving for completion. You need to stop fussing over every little detail in your life and instead you should focus on just getting the job done. That is the most important thing that you need to diverge your attention towards, not towards that pesky perfection that we've mentioned previously.

Just because something doesn't feel perfect it shouldn't stop you from finishing up your job and getting home to your family/pets. You need to actually make as much of an effort as you can without actually ending up with concerning yourself over the smallest details possible.

Yes, it can be quite hard to not notice those small little details, but we can assure you that you're better off not actually concentrating on that since you need to quickly diverge your attention towards your next task at hand. If you want to still have your breaks that is, you need to make sure that no matter what you do you never do more than you're supposed to in the first place, which actually does mean that you cannot waste any extra time on doing stupid things like making sure that everything is pitch perfect before sending and such.

It's all about seeing what really matters in life, really. If you spend your time counting the flowers you'll never actually get to smell them. That's the best way to look at life though. Don't bother yourself over the small itty bitty parts in your work, look at the big picture and realize the fact that life is about more than just numbers.

Life is about friends and family, it's about having fun, if you want to live the best life you can live you don't need the most amount of money, you don't need

the most amount of anything really, what you need is to have a steady job, a ton of spare time and honestly just a few good friends to have a beer with.

This is why time management is so important. If you only care about money then you won't have the necessary time for everything else from the list above. Time management is all about finding that perfect balance and the best way to do so is to not overdo anything and instead to focus on what really matters. You should know by now what we mean by that.

Get out of your bubble

This is honestly one of the best advices that we can give you at this point because it perfectly encompasses everything that we've stated so far. You need to stop overdoing everything and instead train some extra parts of your brain that are untrained. For example, how about learning how to go skydiving? It can be an incredible experience and it can help you find out who you really are at the end of the day.

How about going snowboarding? It can be a lot of fun. Go skiing for once, whatever helps you feel that certain rush that helps you retain your adrenaline during the day.

If that doesn't do it for you though you can always just go for something a tad bit more educational, like learning a new language, or if you have the means and the ability to do so you can always seek higher education in your spare time. Yes, it can be quite troublesome but there is nothing worse than having too much free time and no clear goal in mind.

That is actually the reason as to why so many middle class people are depressed and full of anxiety. They have lost their general purpose in life after finally getting that promotion that they're looking for and because of this they end up feeling alone and forgotten regardless of how many friends and family members they have around themselves.

In order to combat this you have to manage your time well enough so you have just enough work to do on a daily basis with just enough free time to spare as well. This is the secret to a good life; just never allow any of the two to get unbalanced. You need both a professional life and a personal one and that's a fact.

So, again, if you wish to get better at managing your time you do need to add in plenty of distractions so you don't get to live a boring and unenthusiastic life. If all you do is work all day long and do the same thing every day for long periods of time one of two things will happen: you will either get to experience burnout or you will end up with a mild case of midlife crisis where you will need to spruce things up or you'll be hit by that nasty depression right away.

Exercise on a daily basis

A lot of people assume that exercising is only for unfit people or people that wish to be ripped, but the fact of the matter is that keeping an active lifestyle is something that we should all strive for. If you wish to be able to keep the mental fortitude to plan out everything and live your whole life without having to worry about physical problems.

Not only that but staying active will also keep you happy. Yes, you've heard that right. Also, you don't need to go to the gym every day in order to stay active, all that you need is to get in a good jogging session every morning and you've already gotten all of the exercise that you need for the day.

Getting a good 5-6 kilometers a day is literally all that you need anyways so it shouldn't take you any longer than 45 minutes to complete. If you really want a challenge we suggest that you run 5km in the morning and 5 in the evening. That will immediately make you feel the burn if you are not used to running. You can schedule these jogging sessions in between doing serious tasks too. This way you can literally have fun while also relaxing yourself.

Alternatively you can always visit the gym a couple of times a week. The best thing about the gym is that it helps you exercise while also working as a stress reliever and a really good and healthy way to completely get rid of any frustration from your workplace.

You literally cannot go wrong with exercising, really. As long as you do something that helps you sweat away your worries in your spare time you really shouldn't have any problem with getting the exercise that you need for the day.

Sleep more

Yes, we get it, this is a bit of a no brainer, but if you really wish to get the necessary amount of work done every day without breaking your schedule in pieces then you need to get the necessary amount of sleep done every day. Yes, this isn't always going to be easy to get, but it will be so worth it after you get used to it.

As you may know by now, the best way to actually get that good rest is to do a lot of work during the day and go to sleep around 10 PM and wake up at around 6 AM. This will take some getting used to if you're not a morning person, but we can assure you that you will be so much happier this way and more well-rested.

One thing that you should always avoid is oversleeping or going to sleep at around 2 AM and waking up at around 10 AM. Yes, you're still sleeping 8 hours but the effect is not the same, we can promise you that much. We as humans are literally programmed to sleep around 6-8 hours a night, but sleeping during the morning is known to leave us more unrested during the day than sleeping during actual nighttime.

You should know this by now though since if you actually do fall asleep during those late hours and wake up at around 6 in the morning you feel way better during the day than if you were to sleep for 10 hours but fall asleep at around 4 AM.

Drop the social media

One thing that we can't stress enough over is the fact that you don't need to give your social media persona that much credit. Seriously, so many people consider their social media personas to be literally real human beings and because of this they literally spend more time caring about those personas than about themselves.

Online they make sure to tell everybody that they need to order up their lives, that they need to work in order to make their lives better, they lie about their appearances and their lifestyles, they make sure to brag about everything that they have and so much more.

The reality of the matter is though that that person doesn't exist. You are the only one that matters in this scenario, not that perfect human being that's staring back at you through your monitor. Most of the time people don't actually put that much thought into their own schedules because they are too busy wondering what they should comment next online on that friend's social media account.

Our best advice for you is to drop that phone and leave it at home, or at least just turn off the mobile data when you start working. This is literally the definition of a distraction. If you allow that phone to control you at all times then you might as well not even have a life of your own and that's a fact. You need to take control immediately and drop it.

We get it that there are plenty of reasons as to why you need to keep your phone next to you, but that shouldn't mean that you need to check it every five seconds either. You need to find the perfect balance between working, having fun and exercising.

Distractions will only make it harder to balance these three essential things, which is the last thing you should aim for at this point. So, just so we're clear on this, we are not saying that social media is bad or anything like that. Social media helps us do things that we never even thought to be possible in our lives, like

interact with random individuals across the globe and stay in touch with friends and family members that are away on vacations or such, we 100% get that much.

What we're saying is that there is a time and place for social media play, and that's something that a lot of people don't get. For a lot of people social medias need to be checked every 10 seconds, they need to know what happens at all times and they need to be in touch with every recent drama out there.

Disconnect yourself from those habits and we can assure you that your life will improve greatly. You might be wondering what exactly this has to do with time management outside of the fact that it is a known distraction. Well, the truth is that constantly checking your social media will literally cause you to not have enough time to do your daily tasks anymore.

This is extremely damaging to yourself and you should know it by now. If you're constantly checking your phone and commenting on posts and such you will never get any work done and because of this you'll have to work overtime. Because of that overtime you won't have any time for any breaks and so you'll be too busy to actually pursue any hobbies in your spare time anymore. This is just simple facts, we swear.

We have nothing against social medias, but even you should recognize the fact that it is nowhere near the rainbow of knowledge and positivity that some people make it out to be. So, just one last time since this is an extremely important step in time management. **STOP CHECKING YOUR SOCIAL MEDIA WHILE WORKING.**

There is a time and place for doing that and this isn't it. You will end up completely ruining your own day up if you're not careful and one ruined day may lead to a ruined week and that may lead itself to a ruined month and so on. So, the moral of the story is pretty simple by now. Disconnect yourself from social media and you'll be happier, better rested and overall you'll feel way better if you won't stress yourself over who married who and such.

Enjoy yourself

What's life without a bit of fun? The answer is pretty clear on this one: Life without fun isn't a life worth living! This is why we always suggest that no matter what you're doing whether it is working or jogging or whatever, you need to have the time of your life regardless of what you're doing.

This is why we always suggest that you put a spin over whatever you're doing in order to keep it interesting. If you're stuck in an office all day filing papers then you need to get yourself a playlist or something and start jamming out while you do your job.

There are plenty of other harmless ways to occupy your time while working without necessarily disturbing your working space at any time or anything like that. You just need to find the best ways to do so without actually distracting yourself from doing actual work.

Music is always a good choice to make, although if that isn't your style you can get a puzzle with you to work and whenever you feel lost you can try to find the spot for three to five pieces. At the end of the day you should be able to get a good 100pcs puzzle finished. It's a great way to spend your time and if you do it

gradually without actually allowing it to take any serious mental fortitude to complete it shouldn't hinder your ability to work.

Rubik's cubes are also extremely useful if you're looking for a fun time waster and so are yo-yos. Yes, it might be a little weird to bring what is essentially nothing more than child toys with you to work, but alas, if it does the job well and so are you then there shouldn't be any complaints there. If anything, it should only get you praises if they help you concentrate more and also stay stimulated while working a hard job from nine to five.

At the end of the day whatever helps you and motivates you to stay positive while also working a very tiring job should count as a very good way to spend your resources and time on. As long as it doesn't end up distracting you from work everything works.

If you can make the distinction between having fun and just relaxing while working then you should have no problem with finding ways to entertain yourself while working. Stress balls are another great way to occupy your time and also enjoy yourself while staying concentrated on what's right in front of you.

Yes, even something as silly and cringe as a fidget spinner will work. Whatever helps you stay motivated on completing your work should be a positive way to spend your time and resources on.

Set a time limit to your activities

One mistake that we often make is that we often do a lot less work than we should and we get lost in whatever we're doing while having fun. In order to

make sure that we avoid this we need to set a time limit to everything we do. Yes, it will feel a bit weird at first since you'll basically feel like you're no longer in control of your life anymore, but after you get into it you'll immediately feel a positive difference.

The first difference that you should notice is the fact that you should have a way easier time at work while also having the exact same amount of fun in your spare time. 30 minutes of a break between work is the same at the end of the day as a 45 minute break, but an extra 15 minutes of working can help you finish so much more.

It's all about finding that perfect balance, really, and there's no better way to do so than by timing everything that you do. So, yes, we get it, it won't necessarily feel that good at first since you'll feel like a robot that doesn't have a free will anymore, but by the end of the month you'll realize that all of a sudden you've completed a lot more things and that you're just as well rested as you'd be if you were to have that extra time to waste.

Balance is all that you need to seek in life, nothing more, and nothing less. If you manage to find the perfect balance between working and having fun then your own body is going to thank you by the end of the day.

Get the hardest tasks done first thing in the morning

Mark Twain once said, "If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

Quite a gross statement, yes, we agree, but it perfectly encapsulates what we mean by this. In order to actually be able to organize your time as best as humanly possible you need to make sure that you do the worst and most time consuming jobs during the morning so you don't have to do them during the nighttime when you're basically half asleep anyways.

Leave the most fun activities for the evening, since that's exactly when you'll need them the most. The biggest mistake that you can do is to have fun all day long then do all of your work during the night. Unless you have the mental fortitude of Bruce Lee you will not be able to handle it and your own body will give up on you.

This is what we commonly refer to as the burnout. You experience this if you do too much work and your mind simply can no longer function properly anymore. So, at this point it isn't just your body that cannot function properly anymore, it's also your mind that is breaking.

And yes, before you ask, your mind is the most important regardless of what your job is. Even if your job simply implies that you need to carry boxes around all day you should know that during that burnout session you literally will mess up everything, including something as simple as moving boxes from one corner to the other.

So, again, do it all in the morning and don't allow it all to build up during the night. Not only will you be physically and mentally unable to do your job properly, but you might also have other things come up that will occupy even the smallest most insignificant free time that you have.

The moral of the story is simple, just relax during your relaxing time and work during your work time. Do everything hard as soon as you can do and leave the fun stuff for the night. Your body and mind will thank you and you'll eventually be a happier person if you keep this up.

Say no to addiction

Yes, this needs to be said because the one thing that disrupts your schedule the most is being hangover. You are literally at the mercy of the elements at that point, so you can just forget about actually getting any work done. This goes farther than drinking though, those smoke breaks that you take every couple of minutes could also take a little bit of a "no" every now and then don't you think?

Literally every single addiction out there, regardless of whether it's something as serious as pot or just as simple as drinking coffee every couple of hours or such needs to be eradicated from your life if you want to live a stress free life and if you want to maintain a proper schedule. You don't even realize how much time you're wasting by doing that and not only that but you're also wasting your own health this way.

Yes, getting rid of these addictions can be quite hard, we get it. If it were as easy as just throwing the cigarette away and not buying any more packs then nobody would be smoking anymore (except edgy teens), but this is an effort that you need to follow through on.

We already briefly mentioned coffee before, but that is because we can somewhat understand why so many people need a morning coffee every day.

Although we can sympathize with this this doesn't mean that we can support drinking five cups a day just to stay concentrated on your work.

Yes, coffee can be a great help when you're basically falling asleep on your own two feet, but it shouldn't be taken as a necessity every time you feel like you're a bit drowsy. At the end of the day coffee can be just as destructive as any other substance out there that will cause addiction so why risk getting addicted to it when you can simply go to sleep at around 10 PM and wake up both refreshed and well rested without also suffering from an extra addiction that you'll have to deal with its side effects later on regardless of how much you really consume on a daily basis?

Yes, it is quite a handful to digest and we get it, but you should understand by now that your own mental and physical health is way more important than simply feeling rested during the mornings while also feeling sick later on if you don't consume anymore coffee during the rest of the day.

Follow the 80-20 rule

This is very similar to another tip we gave in this short ebook, but alas there's no harm in giving similar tips every now and then. Basically, what the 80-20 rule implies is that 80% of the results come from around 20% of the effort we put in. What this means is that most of the work that we do is meaningless regardless of how much actual extra work and effort you put in it.

So, instead of striving for the absolute perfect result in everything you should instead focus on simply getting through the day and not working yourself too much over simple stuff that don't really matter.

Don't occupy your spare time with more work when at the end of the day the result will be the same, you'll get the same amount of money from your boss and the exact same amount of praises regardless of whether you used 20% of your effort or if you somehow managed to use 100% of your effort to please everyone around.

This is not to say that you should not care about your work anymore, being a serious worker is definitely something that you should strive for, but you don't need to be the perfect worker either. Unless you love your job and you want to please your boss or something there is no reason for you to do this in the first place.

So, just so we're clear on this, there is nothing better than doing the average while also getting everything done. Balance is key, and you overdoing stuff at your workplace is nothing more than just a snippet of your life. Stop giving it power and instead focus on what really matters in life, aka having fun and enjoying yourself.

Alternatively you can also do something as silly as writing down everything good that you've managed to do that day. Yes, it might sound a bit weird at first, but you can even get yourself your own reward system for this sort of stuff. For example you can get yourself an ice cream in exchange for throwing out the trash that day, or you can go to the movies during the weekend if you can get that project done by Friday evening.

Turn everything into a joke and you will never have to worry about getting bored ever again. Too many people take work too seriously and because of this

they never actually get to have any fun anymore. That, for the lack of a better word, is no fun and shouldn't be something that you should strive for.

Regardless of what you're doing you need to enjoy yourself, even if it's doing something as tedious as doing your taxes or whatever. Life happens now and it also ends now. Don't waste it whatever you do.

Conclusion

So, what exactly is the conclusion that you can come up with from this ebook? Honestly, it's up to you. If you believe that this is the way to do it and that the tips and tricks that we gave you are helpful enough then we thank you for reading and we are happy that you feel like this was worth your time.

At the end of the day every person is special in their own way, and it shouldn't come as no surprise that some people react differently to different methods. If these worked on you then we are happy that it worked, but if they didn't then we apologize.

Again, it all depends on what type of a person you are and how you react to this guide. Everybody has their own methods but these are, from what we've experienced, the most universal ways to actually get things done in a timely manner.

Having good time management skills is definitely something that we should all strive for because time at the end of the day is what dictates everything. Money can't buy time, but regardless of that, time is priceless. This is why this is

so important. We thank you again, for the last time we swear, for reading and we wish you a productive day ahead!