PRO
TIME MANAGEMENT TIPS

TIME BLOCK YOUR DAY
Schedule your day in time blocks for tasks rather then just having a to-do list.

SCHEDULE IN BUFFER TIME
Give yourself time for things to go wrong.

YOU CAN'T ALWAYS BE PRODUCTIVE
You can't always be productive so don't waste time dwelling on it and beating yourself up

YOU CAN'T WORK ALL DAY
You need to rest, don't plan to work all day give yourself time to recharge.

MULTITASKING DOESN'T WORK
Just do one thing at a time.

SET DEADLINES
You're more likely to get your work done if you have a deadline to work towards.

SET UP A ROUTINE AND STICK TO IT
Set up a work routine to give your days more structure.

JUST GET GOING
Just start working, even if you just to the smallest task.

PRIORITISE PRIORITISE PRIORITISE
There isn't time to do everything so make sure you know what's most important.

GROUP MEETINGS INTO BLOCKS
Schedule all of your meetings at once to save on procrastination and travelling time.

WORK IN SPRINTS
Work in short bursts with breaks in between rather than long slogs.

BREAK DOWN TASKS
Break down your work into tasks you can do in one session.

ALWAYS TAKE NOTES
Don't rely on remembering everything you need to, write it down.

FILE THINGS WHERE YOU'LL FIND THEM
Make it easy for yourself to find your work and notes in the future.

AUTOMATE WHAT YOU CAN, BATCH WHAT YOU CAN'T
Spend the time automating all of the tasks you can and do all of the rest in batches.

BLOCK OUT DISTRACTIONS, DON'T RELY ON WILL POWER
Turn off your notifications and block out anything else that might distract you.