

TIME MANAGEMENT TIPS

Managing your time wisely improves your temporal boundaries, work-life balance and increases happiness. It also reduces stress and achieve your goals easier.

MAKE DAILY TO-DO LISTS

When you feel overwhelmed with work piled up, write the tasks to be completed. This helps you ensure you won't forget any task as well as helps you feel less mentally cluttered.



DIVIDE MAIN TASKS INTO SUB-TASKS

Break down the task by dividing each main task into few sub tasks, and assign the duration required for each task and assign each task per day.



PRIORITIZE YOUR TASK

When looking at your list, which tasks stand out as requiring immediate action, rate them accordingly. Aim to complete the sub-tasks that take less than five minutes first to feel better.



LIMIT DISTRACTIONS

Notice which activities eat away at your time and choose to only do the ones that you enjoy. Avoid doing activities that you succumb to spending excessive time on.



STAY ACCOUNTABLE

Take strict measures to stay away from the distraction such as placing your phone in another room, use an app blocker or be accountable to someone.



PROGRESS MATTERS

When trying to break a bad habit, you will find yourself stumbling, however be patient with yourself, progress - not perfection is the goal.



Find more resources at:
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