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Are you late in doing things? Do you often get yelled by your boss for turning up late to work? Well, this happens with a majority of the people, doesnâ€™t it? That is when time management comes in to the picture. These days, our work schedule is so jam-packed that we falter in doing things on time. It is very important to dedicate specific time for each and every work that we do in our day-to-day lives. Given below are some useful tips for an effective time management system.

Before you sleep, think of and design a plan for the next day keeping in mind all the things that you need to do. And, while writing them down, make sure you prioritize the work and allocate the time accordingly. There is always a possibility that the non-prioritized tasks can be done even on the weekends. Include adequate breaks between the works so that you donâ€™t get exhausted doing things one after another continuously.

Maintaining a separate handbook to plan your schedule is one of the most basic yet important things in time management. Nevertheless, you may use your mobile phone or MS Outlook to alert you about the tasks that you need to do on that time. Most people find Google Calendar as an effective tool to remind them about their tasks for the day. Keep the deadlines in mind while working. Even after being aware of their deadlines, the main reason why most people falter is because of their negative approach in meeting the demands. It is always better to finish our tasks much ahead of time instead of working lethargically until the very last moment. A wonderful quote from a very successful person says, meeting the deadlines shouldnâ€™t be oneâ€™s priority, beating ther should be. One needs to have such a positive thinking in life.

When it comes to office work, donâ€™t demand or take work to such an extent that it puts too much on your shoulders. In such cases, it is always good to say â€˜noâ€™ to something that you feel is very difficul or not possible to complete in the given time. At home, the main source of time wastage can be attributed to TV viewing. Majority of the people tend to sacrifice their work for TV viewing and later on ponder over it. Even when you are watching programs on any of the popular Satellite TV Providers, make sure that it doesnâ€™t hamper work under any circumstance. Other distractions may be sms chatting till midnight, long telephone conversations etc. No wonder, cell phone is one of the major distractions for most of us. It is good to switch off the phone when you are in the process of doing an important work. Internet is also considered as one of the time wasters. Donâ€™t get addicted to the social networking sites! Keeping in touch with old buddies through such sites is good, if you keep it to the bare minimum.

If you are a bit slow in your work, keep a handy clock besides your desk and start working on fixed time targets. For example, keep a 15-minute timer and work for the allocated time without any break or distractions. In the long run, it will help improve your working speed to a great extent. If you are finding it difficult to focus on your work, then you may surf the web and get tips from the websites to improve your concentration levels. You may do mind-exercises during the breaks to pep up the focus levels. This will be very helpful especially when your mind gets tired after completing a strenuous task.

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