



Your Virtual Office Staff

“...Because you’d rather run a business than an office”

(973) 783-7900 • Toll Free: (866) 840-1180

Work Smarter Virtual Voice Tip

Time Management Tips

Here are a few tips to successfully utilize your time:

- ① Examine your old habits and look for ways to change them. – When you learn that your habits are not conducive to proper time management, then it’s about time that you start changing them. Bad habits are usually hard to change but when you’re able to overcome it, the results are rewarding.
- ② Put up reminders at home and office about your goals. – Usually when you’re trying to pursue long-term goals, you slowly lose focus on them. Putting reminders everywhere would help you get reoriented with your goals motivating you to strictly follow your schedule.
- ③ Maintain a list of specific things to be done each day and set a top priority on that list. – Maintaining a list of things to be done everyday is a great way to start on successfully allocating your time properly. A checklist would help you to remember all the things that you need to do for the day and compel you to finish them at the end of the day.
- ④ Concentrate on one thing at a time. – Some people try to do all things at the same time. This happens because people need to do a lot of things but they do not have the luxury of time.

on one task at a time. When you feel that this task is more urgent than the other, then you must first focus on that task before moving on to the next most important task.

When you concentrate only on one task, the time needed to finish the job will significantly lessen giving you more spare time.

- ⑤ Enjoy what you are doing – When you enjoy what you are doing, it creates less stress. When you are not stressed, you are more likely to accomplish your tasks within a shorter time frame. Consequently, you will be able to do more in your typical working hours.
- ⑥ Continually look at ways of freeing up your time – It is important to try to free your schedule up. Looking for ways to free up your schedule improves the time spent on finishing up your activities. Remember that if you save a few minutes from each activity, and then you sum them all up, you’d realize that you have saved a lot of time.

Proper time management allows you to concentrate