
Business, Time Management

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Never forget about these things in everyday life

If you know that your everyday routine is your loan to the future, you start thinking about each task. What about you? Do you understand that all your schedule making your life happy or worst?

Firstly, you can prepare perfect tasks for a day but never was done because of someone or something. You can't predict the behavior or choices of other people. You may only assume that all the people and events will happen according to the desired scenario.

What do you need to do then?

- Schedule only these things in which you're one hundred percent sure.
- Never plan for another person's actions or thoughts unless it is not your direct responsibility.
- If tasks are dependent on weather conditions or the result of previous work, always prepare a plan B.

If you made an efficient schedule, you need to know the second rule.

All of us have our schedules of activity and rest. As a rule, we can do many things during our activity hours. But during rest hours, we are not creative, efficient, and our productivity drops down to zero.

What can you do then?

Only one recommendation. Find your productive hours during the day and plan your main tasks for that time.

And last but not least.

When you are doing your work, you find some different tasks and their results. Some of them are the main goals, but other is not.

Ever notice that?

All daily activities we can divide into four groups

1. Urgent and important,
2. Urgent and unimportant,
3. Important and non-urgent,
4. Unimportant and non-urgent.

"Urgent and important matters" are those you need to do first, or all endeavors will lose. For example, prepare a tax return, pay the bills, react to a drop in customers' activity, fix bugs on your web for client's usability.

"Important things" are must be done to get your work completed. For example,

- send a mail to subscribers,
- write a post about launching a course,
- prepare lesson materials for training,
- shoot video tutorials,
- meet with the founder of the company to get funding,
- and so on.

Those things without doing them you won't get the necessary result of your work.

"Non-urgent but important matters" can wait for a few days to be done. If you don't get them done right now or during the current day, your business won't collapse. You will get it done but with a slight delay,

- write an article the next day,
- hold a product photoshoot one hour later than planned,
- schedule a meeting with a vendor the next week,
- and so on.

"Non-important but urgent matters" tend to take up a large amount of our time. They seem to be things that we need to do urgently, and we do them. But in fact, they are not as to getting results as we think they are. For example,

- Repost information on a social network. It is better to write your post with your opinion on the same topic.

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- Organize a fundraiser to help a charity whose representative has come to you with a request. Delegate it if this help is a part of your company's culture.

These are the things that skillfully woven under the mark of urgency into our schedule. But the outcome of our work doesn't depend on them at all.

Stop wasting your time on these things! Get into the important to-do category.

"Non-urgent and non-important matters" are time eaters. You don't need to do them at all. They get in the way of achieving your goals. But they are easy to do and beg to fill your whole schedule. Don't be tempted. Choose important things. Put urgency on the back burner so that execution is rational rather than chaotic.

Stay on schedule for the important things; delegate what other professionals will do better than you.

Enjoy your work in your peak productivity hours! And never forget about these rules in your daily life.