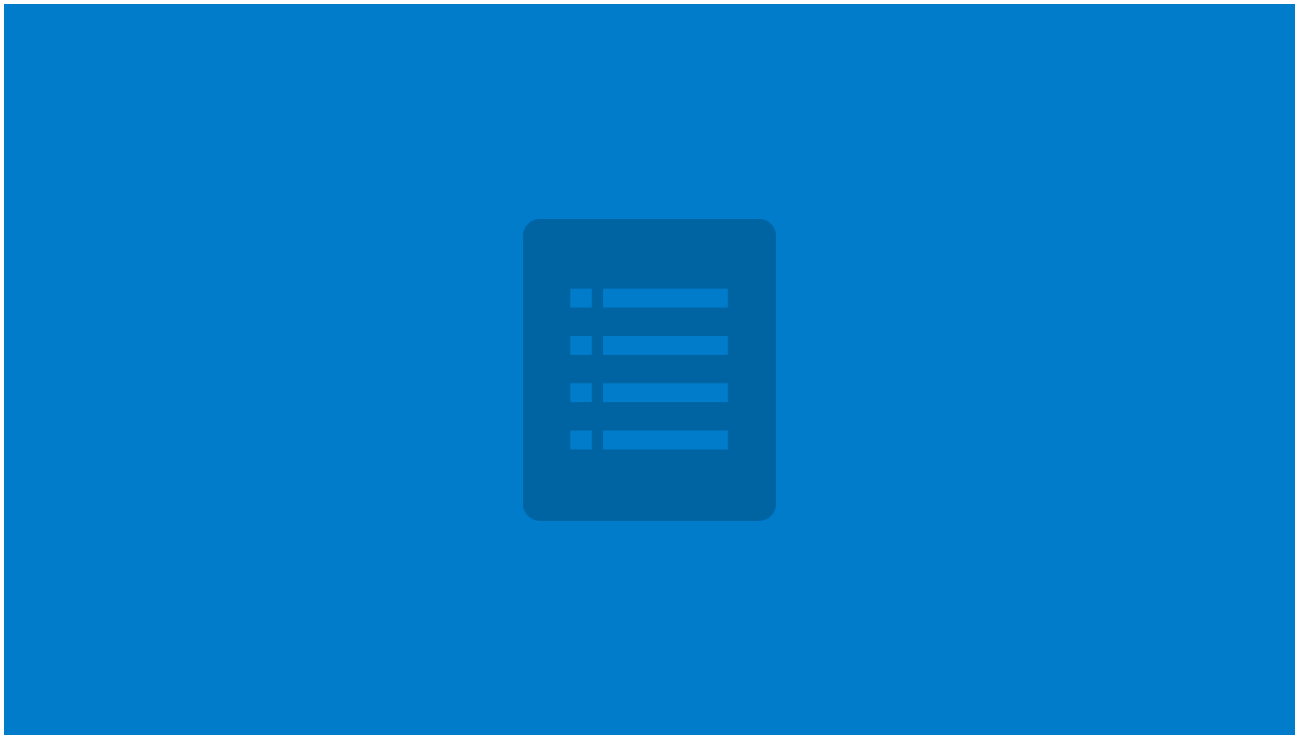
20 Tips For Better Time Management

20 Best Time Management Tips. The tips works great of you plan to achieve more within a small period of time.



- [ ] Stop multi-tasking
- [ ] Set deadlines
- [ ] Prioritise tasks
- [ ] Remove distractions
- [ ] Keep your mind fresh
- [ ] Work when most productive
- [ ] Set reminders
- [ ] Turn off email alerts
- [ ] Batch your tasks
- [ ] Brain dump your thoughts
- [ ] Decline additional commitments
- [ ] Tidy your workspace
- [ ] Get more organised
- [ ] Get in a routine
- [ ] Manage your stress
- [ ] Delegate tasks
- [ ] Break big projects into steps

- [ ] Only take on what you can finish
- [ ] Get inspired
- [ ] Only focus on what matters

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