

## **Tip To Be Productive Times for Timers**

You have 24 hours each day to finish tasks that are likely to become stressful. This will allow you to relax and take some time to yourself. According to one writer there are 168 hours per week to achieve your goals and accomplish your tasks. What is it that makes some people accomplish this when other people seem to always be over time for everything? I certainly was guilty of this until I realized I was able to manage my time in smaller chunks. Here are some strategies to ensure that you have those moments of tactical planning daily routine managed and under your control.

### **What are you doing?**

What are you doing at any given moment? The most important thing you're not doing is paying attention to how much time you're spending on certain projects. While the Pomodoro approach might not be suitable for everyone, it is important to establish an alarm clock to keep track of how much time you devote to each task. When you're done with your day, you'll have a clearer picture of the time you spent and, by not getting bogged down on a single thing during the day, you can better cope with the myriad items you happen to be managing.

### **Mindfulness**

You're probably wondering what? There's an app available with each iOS device made today that can help you stay on top of your time spent on projects. Clock has both an alarm clock and a stopwatch. Siri allows you to create a [timer](#) simply by telling your device how long you'd like it to last. However there are tons of productivity and timer applications available to aid you. In the beginning, I'll explain the steps you need to take, and then I'll list some applications that can help you.

### **Set a timer**

You can try an experiment once you've completed reading this article. If you don't already time your tasks or utilize an alarm clock, try this: Choose a task to complete in the next step, something that's part of the project, but not something you know will just take only a few minutes and then set the timer to 20 minutes and see how far you get toward completing the task. Pomodoros take 25 minutes and it's recommended to take a 5 minutes break.

My personal preference is to run 20 minute sprints followed by 10 minutes to read, have coffee or have a snack. It is also a good idea to walk. Since I work from home, I've found that 10 minutes are enough time to finish simple chores during breaks between work assignments.

### **Schedules and Emergencies**

How about in emergencies? A regimented schedule is not for me. I've tried it. I'm not someone who gets up at 6 am every morning with a sense of revigoration and energy for the next day. My

life is messy. The other issue is that the news business does not allow for a meticulous planning. Instead I needed a method to manage the many situations at work and in life with my larger plan and long-term goals.

### **The wrapping up**

Even if you do nothing else to make your life more productive the awareness of the [time](#) you spend can make a huge difference in your satisfaction. After recognizing how much time I spent on my email, I decided to begin making a plan to change my behaviour. In the end, I was able to get an extra time to work each day and not have to stay late as usual.

Start logging your activities as well as the duration of each. Next, break your day into smaller pieces of time no longer than 30 minutes every day. You'll feel happier, more in control and will be able to pinpoint areas to improve upon in the coming months.