

# Top 5 Time Management Tips

HERE ARE 5 WAYS TO IMPROVE YOUR PRODUCTIVITY AND BE A MORE SUCCESSFUL ENTREPRENEUR

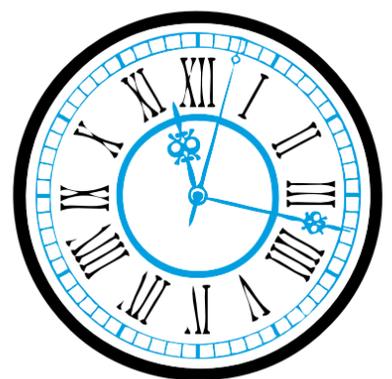


## 1.) FIRST THINGS FIRST

Imagine you have to eat a live frog every day, you would want to do it first thing in the morning that way your day have to get better after that. We all have task we don't want to do so instead of putting it off do it first and get it done and off your mind. This alone will dramatically increase your productivity as that task is not on your mind all day, distracting you.

## 2.) TIME BLOCKS

Set up blocks of time for your day where you focus on specific tasks. Have a block of time to get your best work done. Create a block of time to answer email/voicemail. Have a set block of time for employees to meet with you.



## 3.) SQUIRREL MIND



Our days are full of distraction, phones, email, and social media. I call this distracted way of being "**squirrel mind**" where we are in a constant state of chasing things, like a dog after a squirrel never catching it. Help yourself by eliminating as many distractions as possible. Start by turning off the notifications on your phone and computer.

## 4.) DELEGATE

When you look at your day what tasks are you doing that you don't like doing that could be done by someone else? Things like bookkeeping, advertising, social media, website can all be completed by someone else. You can hire virtual, part-time, or outsource many of these tasks and get them done faster and better and free up more time.



## 5.) PRIORITIZE RUTHLESSLY

Prioritize the tasks that make you money, these are money making tasks (MMT) and eliminate or delegate the rest. Be ruthless in selecting your priorities. Your priorities will create your future. Write down what you do in a day and then select the MMT's and get rid of everything else that uses up your time. Be Ruthless, it is your business on the line.

**TIME MANAGEMENT IS A MYTH, YOU CAN'T MANAGE TIME YOU CAN ONLY MANAGE TASKS AND PRIORITIES**