

TIME MANAGEMENT for ENTREPRENEURS



CHECKLIST

The Importance of Time Management

- Everyone has the same 24 hours in a day
- Effects your entire life
- Increases productivity
- Many benefits of time management
 - Become more organized
 - Realize your goals and objectives quicker
 - Get more done
- How ineffective time management can hurt your business
 - Missed deadlines
 - Poor quality of work
 - Excessive stress
 - Inefficient workflow

Applying the Pareto Principle to Your Business

- Better known as the 80/20 rule
 - A minority of effort results in a majority of results
 - An inherent imbalance
 - Causes and effects
 - Inputs and outputs
 - Efforts and rewards
- The importance of the Pareto Principle
- Applying the Pareto Principle to Business
 - 20 percent of activities provide 80 percent of the results
 - Delegate the 80 percent of tasks that are responsible for just 20 percent of your results
 - Forces you to work on the most critical tasks first
 - Increases productivity

Understanding Parkinson's Law and How to Use it To Your Advantage

- The more time we dedicated to finishing a task, the longer it will take to complete
- Several ways to apply Parkinson's Law to business
 - Cut the time to complete a task in half
 - Make time limits crucial
 - Treat these time limits like all your other deadlines
 - Determines how accurate your time estimates to complete tasks
- Crush the cockroaches of productivity
 - Identify time fillers
 - Checking email
 - Social media
 - News feeds
 - Don't work on these time fillers until all your tasks are complete
- Implement the Pomodoro Method
 - Work in short bursts with breaks in between
 - Work for 25 minutes
 - Take a five-minute break
 - Start a new session of 25 minutes
 - After 4, 25-minute work sessions, take a 15-30-minute break
 - Accomplish more throughout the day
 - Use with a series of tasks or larger task

Prioritize Projects and Tasks Using the Eisenhower Matrix

- Also known as the Time Management Matrix
- Helps you prioritize tasks
- Has four quadrants
 - Quadrant of necessities
 - Tasks that are both important and urgent
 - Tasks that you have to deal with immediately
 - Project deadlines
 - Emergencies
 - Quadrant of Quality
 - Tasks that are important but not urgent
 - Tasks that will help you reach your goals
 - Planning your days
 - Evaluating your performance
 - Quadrant of Deception
 - These are tasks that are urgent but not important
 - Answering non-important calls
 - Replying to non-work messages
 - Quadrant of Waste
 - Tasks that are neither important or urgent
 - Watching television
 - Social networking

Why Having a Routine Can Help you Manage Your Time Better

- Creates a pattern for yourself with the time that you have turn
- Any repetitive activity or one that you do often
- Create a chart
 - Achieve more time when you have a plan
- Avoid social media distractions
 - Create a routine that eliminates the pull of social media
- Stay focused
 - Develop a routine and stick to it
 - Helps you develop a focused mindset
- Reorganize around time
 - Plan for distractions and interruptions
- Many benefits to developing a routine
 - Experience greater achievements
 - Gain more free time
 - Increase productivity
 - Stop procrastination
 - Become more disciplined

Improve Your Time Management by Learning to Delegate and Outsource

- The art of delegation
 - Tasks that you're not skilled at
 - Tasks that aren't crucial for reaching your goals
 - Administrative
 - Accounting
 - IT
- Outsourcing Tasks for Better Time Management
 - Hire professionals to complete work
 - Tasks you don't know how to do
 - Tasks you don't have time to do
 - Types of tasks you can outsource
 - Data entry
 - Editing
 - Accounting tasks
 - Budget management
 - Website management
 - Internet marketing
 - Email management
 - Order processing
 - Customer service

How Building Good Habits Can Improve Your Time Management

- Avoid burnout and reduce health issues
 - Focus on your physical health
 - Exercise regularly
 - Eat a healthy diet
 - Focus on your mental health
 - Practice meditation
 - Reduces heart rate
 - Lowers blood pressure
 - Lowers cortisol levels
 - Clears your mind
 - Helps you focus
- Strike a better work/life balance

Tools and Apps to Help You Increase Your Productivity and Manage Your Time

- Google Calendar
- Rescue Time
- Focus Booster
- Toggl
- Evernote
- Mind42
- SyncBackFree
- MyLifeOrganized
- 1Password