

Tip To Be Productive: Time for Timers

You're given 24 hours every day to finish tasks that are likely to become difficult. This will allow you to take some time for yourself. Or, as one author has put it, you have 168 hours during the week to do what you want and get closer to your goals. How do some people manage this, while others are rushing around late to everything? I definitely did this until I began to think about my time in small pieces. Here are some suggestions to get those tactical moments the day to day stuff controlled and under control.

What is your job?

At any given time what are you working on? Most important thing you're not doing is paying attention to how much time you're spending on certain things. Although the Pomodoro method might not work for everyone, it is vital to set an alarm clock to keep track of how much time you devote to each task. You will be more efficient in handling the many things you have to do when you have a clearer picture of the time you've spent and an improved knowledge of what you've done.

Mindfulness

What's the most exciting part? There's an app that ships with every iOS device currently made which will assist you in keeping track of your time on things. Clock includes both the stopwatch and countdown. Siri allows you to set a timer by telling your iDevice how long you'd like it to run. But of course, there are dozens of productivity and timer apps available on the market to assist you. First I'm going to explain the steps you need to take, and then I'll list some apps to help you out. If you intend to learn new information about time, you must check it out here at Timer.Live site.

Set a timer

After you are done going through this article, you can try an experiment. If you don't already time your tasks or utilize an alarm clock, try this: Pick a project to complete in the next step, something that's part of the project, but not something you know can be completed in some time. Set a timer for 20 minutes, and see how far you go towards finishing that task. Pomodoros can take up to 25 minutes. Then it's recommended to take a five-minute break. My personal preference is to do 20-minute sprints and then take 10 minutes to read, have coffee, or snack. It is also a good idea to walk. Since I work from home that 10 minutes is enough [time](#) to do small chores during breaks between works.

Emergencies and schedules

How about in emergencies? I've tried a strict schedule and, frankly this isn't the way to go for me. I'm not someone who wakes up at 6 am every morning looking refreshed and ready for the next day. My schedule is chaotic. In addition, the business of news isn't conducive to careful

planning of your day. Instead I needed a way to manage the many situations at work and everyday life while still balancing my plan as well as long-term objectives.

The wrapping up

Even if there is anything you can do to improve your life, simply being conscious of the amount of time you devote to emails can make a huge impact on your happiness. When I realized how much time I spent on my email, I decided to begin making a plan to change my behavior. In the end, I was able to squeeze an additional hour of work time in each day without having to work later than I usually do.

If you feel frustrated that you're not able to get things done Start logging what you do and the time it takes. After that, you can begin organizing your day into manageable timed chunks no longer than 30 minutes at a time. Within weeks you'll find that you feel happier and more in control than you have ever been and you'll see where you can improve.