

So how do I stop wasting time?

How, do I complete all my tasks I set for the day?

Where does all my time go?

Well here are the answers.

1. You'll never not "waste" time. IMO going to the bathroom is wasting time cause you don't work.
But what you can do is minimize this time.
2. Just schedule them and follow your schedule
3. Track each second of your day.

Now here is a more in-depth training on how to do all of that.

1. Minimize wasted time.

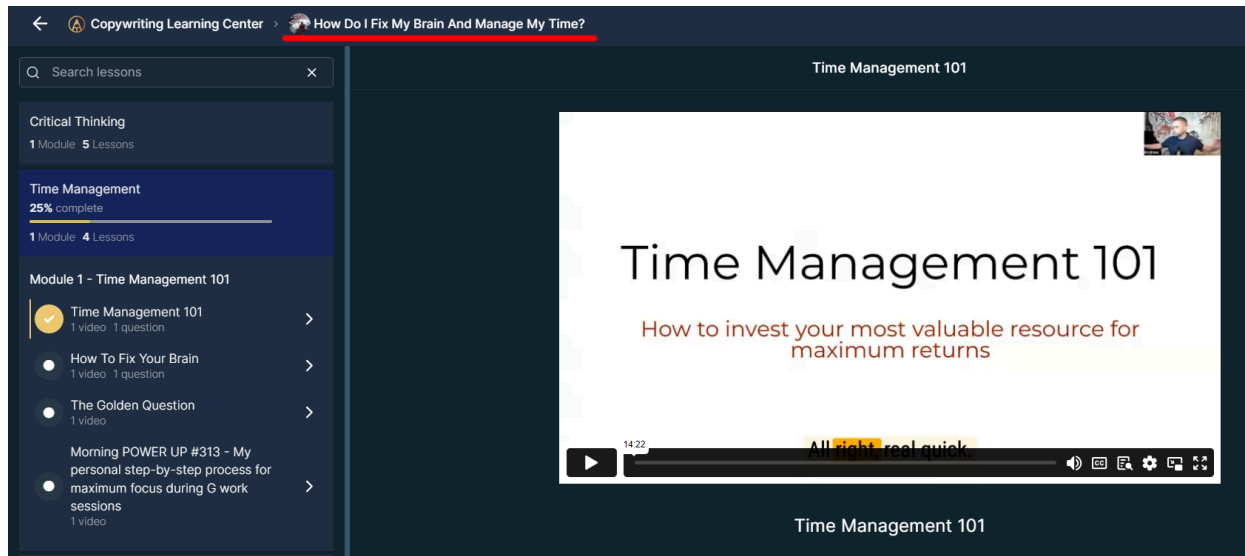
This is combined with the second point also;

2. Scheduling

So here is all my knowledge of time management and getting the most out of your day that I've learned throughout my months of trial and error.

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First if you haven't watched the Time Management course in the Copywriting Campus then go watch it right now.



<https://app.jointherealworld.com/learning/01GGDHGYWCHJD6DSZWGGERE3KZ/courses/01H9K9K13GTE87AWF5NNN8N9TM/myFz7GNs>

Then another non-negotiable is this PUC: **POWER UP #545 - Master Time Management**

Here is the link:

<https://app.jointherealworld.com/learning/01GGDHGYWCHJD6DSZWGGERE3KZ/courses/01H9KD2E19JDSH18B9JX27MEBE/WM261Lcy>

Then the thing's I'll touch on.

The only way I found to break through the chaos and your tasks is just to schedule your day.

There are many ways to do this.

If you've never done it before then I recommend you just following what I'll show you and use Google Calendar.

If you've been scheduling your day in a google doc that also works.

1. Google Calendar

The fastest and easiest way is to use Google Calendar.

Simply every day, after your reflection, before you send it in the chat just open [Google Calendar](#) and schedule your day.

It's pretty simple, you just move the different boxes around for different tasks.

Let's say you wake up at 4am so you can get your work done before school, then after school you go to the gym, and when you get back you do some homework and a bit more working. So your schedule might look something like this:

Then the important part....

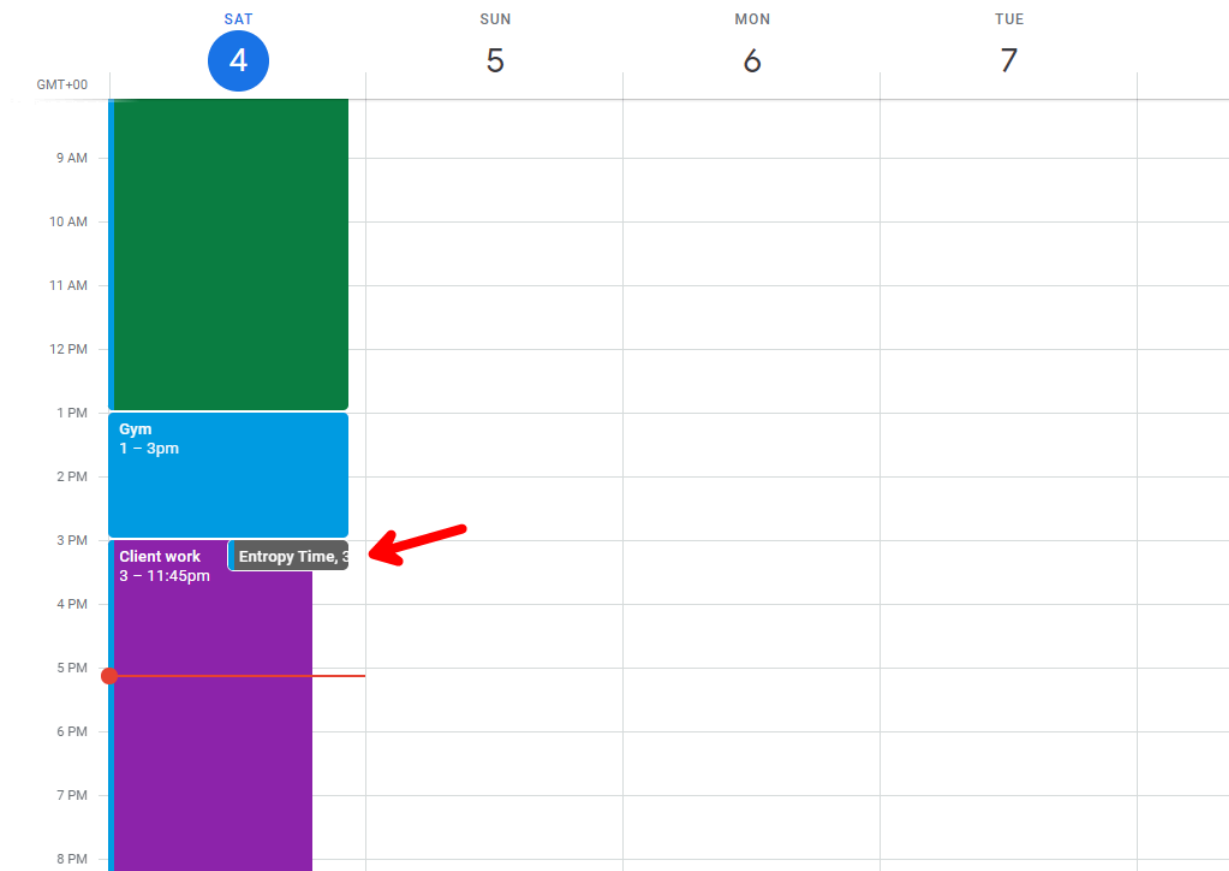
To make sure that you don't miss any of those tasks ON TIME, you'll put ALARMS.

That's right, open up your phone/watch/etc. And set alarms for each task start.

If you have outreach from 4am to 5am, then you have client work from 5am till 7am then set two alarms, one at 4am to alert you to send outreach, and one at 5am to alert you to work on client project.

Now you should plan for entropy time here.

You don't exactly know if you'll get at home after the gym at 3pm which is why you'll set up 30-min entropy time there just incase you miss the bus and you're late:



This way if you are in time you'll just do the work but if you aren't in time you'll still manage to get your tasks done for the day cause you planed for something like this to go wrong.

You might need to incorporate a couple of entropy times throughout your day but don't go over 1h of entropy, you have the alarms to minimize the entropy time afterall.

2. How do you do what you set?

Now here is another big problem.

You have everything ready, you've planed your whole day, but at the end you forgot to plan for family time so you have 1 hour "wasted" time which was un-intended.

For that, I recommend you putting a 30-90min time frame after all your tasks for the day, where you do whatever you want.

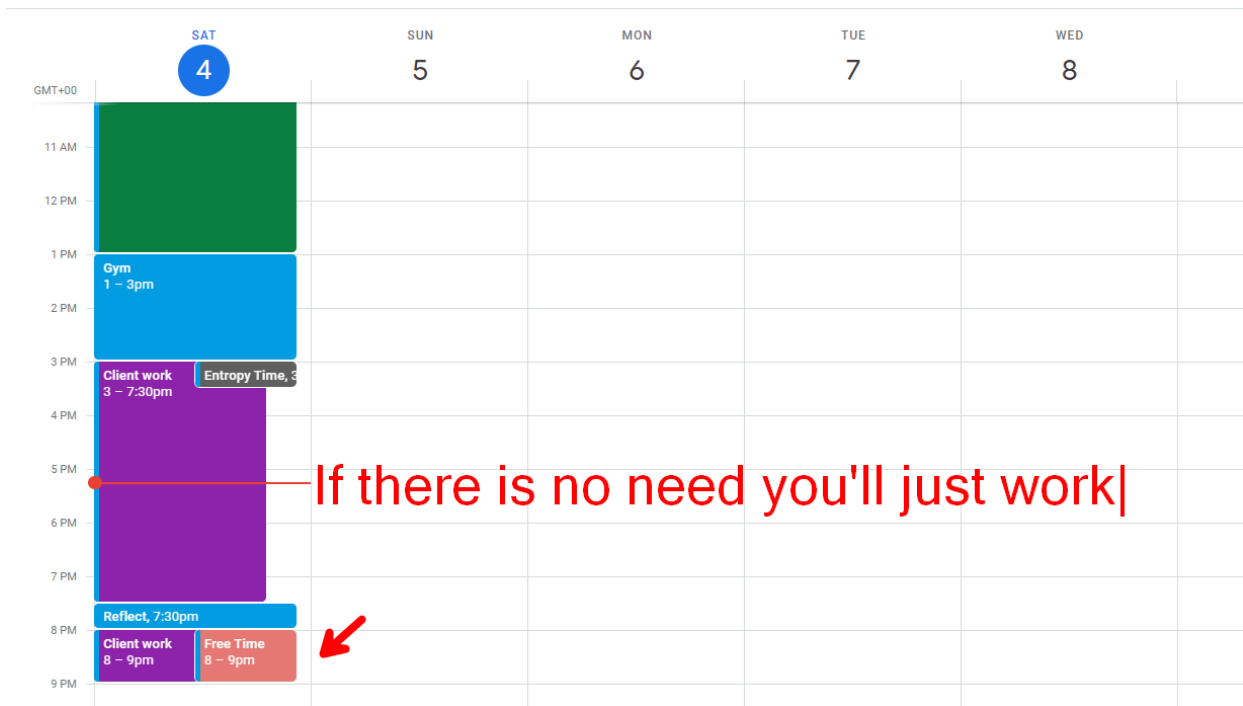
Now this doesn't mean just scrolling on social media, etc.

This is just additional entropy time, but of course if you don't have anything you haven't planed you just work in that time.

An example I had today is:

- I had no time left for anything else but work and 30min entropy after the gym(which I over-used cause got home by foot)
- But I also had some problems with my diet so I had to research what I should do right now
- This was 30+ min on top of my schedule

And to make sure you STILL get everything done even when something like this happens you have this additional time.



I don't personally have it but may start using it cause my version of it is just under-sleeping which isn't the right way.

2. Tracking Time

Now this is a bit more advanced that I don't do anymore but might restart cause it is useful in the beginning

I basically have this spread sheet, and on it, I would put EACH and EVERY task I do and how much it took me.

This is useful and I did it for 2 months+ straight.

You gain much more clarity on what you ACTUALLY spend your time on.

So, here is what you do.

First you'll have this spreadsheet pinned to your chrome so that it doesn't close(as well as your google calendar and task list)

Then, before each task, you'll consciously write down the task(EACH even if it's going to the bathroom, etc.)

This way you'll also identify where you should put entropy time