

25 Tips for Time Management

1. Put away the phone while working
2. Limit Social Media usage
3. Limit Internet Usage: Don't keep tabs open that you're not using
4. Limit texting: only necessary texts that are in line with your goals
5. Avoid watching streams
6. Avoid television: fix interior design(it's generally focused towards the screen)
7. Avoid reality TV
8. No Porn
9. Going out: partying, drinking etc.
10. Don't indulge too much in social life
11. Do not focus on Low Priority Tasks
12. Eat the frog: start the day with the most difficult task and get it out of the way. Quote: "*The Magic is in the work you're avoiding*"
13. Stop Over Planning: Just get the work done. **Execute**. If something goes wrong, you take the **L = Lesson**
14. No Day-Dreaming
15. Don't spend too much time Editing things.(E-mails, DMs, messages etc.) - Leave the perfectionist route.
16. No Negative Thinking
17. Don't dwell too much on the past. Take the *Lesson* and move on.
18. No Procrastination. If you find yourself delaying something, just force yourself to do it.
19. Stop observing others.
20. Get rid of Addictions(unproductive habits), whatever it may be for you
21. Learn to be in the Right Place at the Right Time.
22. Leave Materialism. Don't waste money. Focus on earning.
23. Not saying GM in the Daily GM chat.
24. Get rid of Unproductive relationships.
25. **De-valuing your time**: Don't let others steal your time.