

10 Easy Tips to Help You Get More Done in a Day

Are you struggling to get everything you need to get done in a day completed?

Here are 10 easy hints to help you accomplish your most important tasks.

1. Get organized. Use a planner. Use file folders. Clean up your workspace. Clutter will make it impossible for you to work productively.
2. When you are concentrating on an important project, turn off your cell phone, and turn off your Internet access to avoid distractions.
3. Commit yourself to working on them most important tasks first and setting aside those of lesser importance.
4. Explain to your friends and family that you are busy working and ask them to respect your time and let you work alone. If needed, tell them that you will be available to speak with them.
5. Take time for yourself and your family.
6. Take time for yourself, relax and realize that if you are unable to get everything done in a day, then that's okay.
7. Recognize when you are busy. You may need to ask for help from someone else with certain tasks and do not be afraid to ask for help.
8. Know when to say no. You should not accept too many tasks at once. Recognize when you may need to decline an opportunity or a task.
9. Use technology to your advantage. Learn to use computers, cell phones and the Internet to help you accomplish your tasks.
10. Read books on organization and planning. Many of these are free and available online.