

# Lack of Time Infographic

**HOW TO BOOST PRODUCTIVITY THROUGH EFFECTIVE TIME MANAGEMENT**

With the growth of businesses and technology, 24 hours no longer seem to be enough for most of the people. Yet have you ever wondered about how someone is capable of getting things done by the finish line but you can't?

**THE GOLDEN KEY TO THAT IS EFFECTIVE TIME MANAGEMENT. HERE IS AN OVERVIEW ON HOW YOU CAN MANAGE YOUR TIME EFFECTIVELY TO GET MORE DONE IN LESS TIME.**

**CREATE A TIMELINE SHEET**  
Fill in the timeline with the task you wish to complete by that time, and then start working with it accordingly. With the help of timeline sheets, you keep track about how much you get done during the end of the day. As well as knowing where did you spend your time; is it producing results or wasted on unproductive task?

**123 PRIORITIZE**  
Create time blocks for the most important tasks descending to the least important tasks. Keep the timeline as detailed as possible so that you can discipline yourself to dedicate your time for each task.

**BE RESULT-ORIENTED**  
Give 50% of your time to all the activities or appointments that will bring you the best result.

**PLAN AHEAD WITH PROVISIONS**  
You can plan ahead, but you can never really know what may pop up. So, make time provisions for interruptive events. With this, even if your day gets hijacked by something urgent, you can finish the important tasks beforehand.

**SWITCH OFF ALL DISTRACTIONS**  
Switch to the "Do not disturb" mode and be 100% focussed on the task you're attending to. Turn yourself away from anything that distracts you from your work, such as messenger, social media platforms, TV series, etc.

**BE REALISTIC IN YOUR GOALS**  
Focus on quality rather than quantity. Don't pressure yourself too hard to get things done on the timeline you set. Be realistic with your goals by pushing yourself just enough but giving yourself breathing space to stay motivated too.

**"THE ONLY REASON FOR TIME IS SO THAT EVERYTHING DOESN'T HAPPEN AT ONCE."  
- ALBERT EINSTEIN**

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