# Lack of Time Picture This



## What is wrong in this picture?

Look at the picture above, there is an office worker who is literally sleeping on his desk as a result of different factors such as lack of sleeping time, lack of good habits or just because it is the first day on the week and he has many things to do that prefer just to take a nap.

Beginning of the week, Monday is a day which everyone hates. Monday is the only day during the week when people complain the most about work while wasting time instead of working. There is nothing strange in this. When we go back to work after the weekend – days spent away from the office with our friends and family, doing activities which bring us joy.

Organize all your tasks and prioritize them according to their importance. Every week create a list of things you have to do for every single day. Follow it and cross out those you finished. This will help you stay on top of your work.

Create a plan according to which you will work. There are many methods and practices which can be helpful. Create your own habits and stick to them to avoid wasting time.

Make sure you always have enough time to do your job well. Increase your progress and productivity and stop wasting time by using smart methods and techniques such as organizing your tasks and putting deadlines so, you will know what to do first and be more productive during your work time.