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Work time software

The sheer number and variety of time management software programs may present an initial roadblock to consumers. Conducting an online search returns a staggering number of hits on the topic. Wading through reviews of each potential system to weigh its positive and negative attributes can be incredibly time-consuming, and setting aside work time to research how to organize your time can feel counterproductive.For smaller companies, purchasing effective time management or time tracking software can be expensive. If small businesses already employ a tech manager, such an employee's time might be better served developing a unique system for the company. This would allow the business owners and managers to collaborate with employees and create an individualized system that targets their specific needs.Though time management software products for individuals are not cost-prohibitive, they do tend to be one-size-fits-all frameworks. That means that, although many of the features can be beneficial, the program will also come along with features you might never need to use. With a little research, some focused brainstorming time, collaboration with other professionals and some inspiration, you can customize a system of your own.Purchasing or downloading time management software may come at a price, even when the product is free. Online programs may have numerous users, slowing service to a crawl during peak times. Online programs also make use of speedy Internet connections. If you don't have access to a connection, you're out of luck. Another feature of online programs is the ability to sync your calendar to your smartphone, but you must own and know how to use such a device to make the most of the software.Before you decide which program is right for you, spend some time weighing the pros and cons of different types of time management software. Once you find the best way to make the most of your time, you might find that your stress level will decrease, and you will have more time for the fun things in your life.Visit the links on the next page for more information about time management software.

Identify Your ExpectationsKnowing what you expect to accomplish in a given day is an important key to success. Setting lofty, perhaps unrealistic goals might inspire you to work harder throughout the day, but if you fail to complete everything, you may become overwhelmed or be left with a feeling of disappointment. Time is something that most of us take for granted. Have you ever thought about why, for example, there are 12 months in a year? Why are there 30 days in September? Why are there time zones and what's with daylight-saving time? Why are there 86,400 seconds in a day?In this article, we'll help to clarify the subject of time. In the same way that many of the traditions surrounding Christmas and Halloween have totally unexpected origins, so do the traditions surrounding clocks and calendars! ?One of this company's paper-shuffling departments gets a new employee who plugs in his space heater on the circuit that powers all the department's PCs and knocks them all out -- and then, naturally, he calls this IT support pilot fish for help. Computerworld presents Over 70 tales of IT woe(free registration required) "He called me to fix the circuit because it's the one their computers were plugged into," sighs fish. "I asked, does your radio play? He said no. I told him I'd call maintenance. "A few minutes later he told me to never mind, because one of our programmers fixed the problem. "What did he do? I asked. 'He flipped some switch,' the guy told me. "Turns out the programmer showed up at the same time as maintenance." Now's the time to send Sharky your true tale of IT life at sharky@computerworld.com. You'll snag a snazzy Shark shirt if I use it. Add your comments below, and read some great old tales in the Sharkives. Now you can post your own stories of IT ridiculousness at Shark Bait. Join today and vent your IT frustrations to people who've been there, done that. Copyright © 2010 IDG Communications, Inc. Last Updated on August 11, 2021 If you feel like you don't have enough time to do everything you want to do, maybe it's time to check-in with your time management skills.No one is born to be very good at time management, so that's okay if you think you're bad in it. But everyone can learn to boost their productivity and achieve more!Here are 50 ways to increase productivity and add hours to your day.1. Set a TimerEstimate the time you need to tackle different tasks and set a timer for each of your tasks. How you go about this is up to you as there are many different ways. There is the Pomodoro technique where you focus on a task for 25 minutes followed by a five minute break afterwards.In the event that you have a task that will take much longer than that, you can consider one of the many timer-based apps. One that comes to mind is Clockify. It's used for freelancers and entrepreneurs alike, however it's a good way to be setting yourself a timer. It provides reports and you can serve as a project manager of sorts too. Best of all, it's free.2. Eliminate All DistractionsDistractions include the phone, email notifications and having multiple web browsers open on the desktop. Just as it's important to be organized offline, it's key to have things organized online as well. This free guide End Distractions And Find Your Focus is a good tool to help you. With this guide, you'll learn how to get rid of distractions and boost productivity. Grab your free guide here.You can also learn more on how to get rid of all distractions in this guide: How to Focus and Maximize Your Productivity (the Definitive Guide)3. Listen to Music That Boosts ProductivityDistractions should be avoided, but sometimes a bit of music in the background can help you focus.Of course, it doesn't need to be heavy rock music, but a bit of Beethoven may do you some good.Here's a complete guide to help you pick the right music for better productivity: How To Maximize Your Productivity With Music: A Complete Guide4. Find Meaning in What You Do (And Love What You Do)Enjoying what you do is the ultimate way to increase your productivity.If you aren't sure what you love doing yet, don't worry. Leo Babauta has some unique ways to help you: How to Find Your Passion5. Prioritize your tasks ahead of time.By listing your tasks in order of importance, you can make sure that you finish all of your most important tasks during the day.Learn a unique technique to Prioritize Right in 10 Minutes and Work 10X Faster.6. Batch Similar Tasks into a Single Batch.Tasks like blog writing, phone calls, email and errands can be grouped into a single batch. You will save time by completing similar tasks in one session. One way to help you with organizing all of these things is through the app Todoist. It's an easy and simple way for you to plan out your day, set reminders, and group all of your most important tasks in a convenient spot.7. Complete Your Most Dreaded Tasks First Thing in the Morning.Whichever activity you are dreading the most is probably the one you need to complete first thing in the morning.Many people tend to check emails in the morning because after checking a list of emails, they feel fulfilled. But that's just an illusion of having achieved more.Doing simple tasks like checking emails first in the morning is bad for you. Instead, do the difficult tasks because you have more energy in the morning to tackle them!8. Reward Yourself for Finishing a Big TaskTo stay motivated for whatever you do, reward yourself every now and then.Keep track of your small wins and milestones and celebrate them. So whenever you struggle about your progress, you see how far you've come!Find out more about this 2-Step Approach to Self-Motivation: Track Small Wins and Reward Yourself.9. Don't MultitaskResearch has shown that multitasking is not productive. If you think you can multitask, think again. For optimum productivity, focus on one thing at a time.10. Step Away from the ComputerThe Internet has become one of the number one distraction. To increase your productivity, try to do as much of your work offline as possible.I do this a lot when I try to brainstorm new ideas and have found it to be very beneficial to simply unplug.11. Use Focus ToolsMake good use of apps and technology to help you remove distractions.Here're 18 Best Time Management Apps and Tools to help you stay focused. This way, you're not distracted by the web, e-mail, or IM.12. Just StartOften times, starting is the hardest part. People tend to wait for the perfect time with perfect condition to start. But there's no perfect condition.Once you get going, you will quickly get into a rhythm that could last for hours.13. Find out Your Productive HoursEveryone has a certain time of the day in which they are more productive than others. For me, it's the morning.Find out when your prime time is for productivity and optimize your work schedule accordingly.14. Keep a Notebook and Pen on Hand at All TimesThis way, you can write down your thoughts, to-dos and ideas at any time. The key is to get everything out of your head and onto paper. Your subconscious mind won't be reminding you about it every other second. Another consideration is getting the app Evernote. Not only does this save you on ink and paper, Evernote is a convenient place for you to jot down notes and thoughts and then share them with the team. In certain circumstances, this can prove useful if you're the type of person that has a lot of ideas that you want to share.15. Write a Blog to Chronicle Your Own Personal Development and AchievementsThe blog keeps you accountable and always working towards self improvement and personal growth.When you write down all the small achievements you've been having, you're also more motivated to move forward.And you know what, this is how I started Lifehack too! What also helped me in starting Lifehack is WordPress, which allows people to set up a website for free. WordPress has simplified a lot of the process of building a site to the point that virtually anyone can build a website now.16. Write out a To-Do-List Each DayI like to plan my day the night before. This way, I can get started on my most important tasks as soon as I wake up. The Full Life Planner is a nice tool to help you organize your days and get things that matter done. Check out the planner here and start to plan your day ahead easily!Make sure you don't make any of these common to-do-list mistakes!17. Write Your Most Important Tasks and To-Dos on a Calendar.The key to good time management is knowing where to be and what to be doing there at any given time. Effective calendar management goes hand in hand with good task list management.Learn here How to Use a Calendar to Create Time and Space.18. Reflect on Your Productivity ConstantlyAs you go throughout your day, repeatedly ask yourself: "Am I currently making the best possible use of my time?"This one simple question can be an excellent boost to your productivity.19. Get up Early Before Anyone ElseI know it could be difficult for some to wake up early in the morning but nothing beats a quiet house!Here's How to Start Your Day at 5:00 AM and some Simple Things Early Risers Do to make waking up early easier. 20. Get Plenty of SleepWhen you work online, sleep can become a long lost memory. However, it's important to get plenty of sleep so that your working hours can be as productive as possible.Try out this night routine which I highly recommend for productivity: The Ultimate Night Routine Guide: Sleep Better and Wake Up Productive21. ExerciseResearch has shown that midday exercise boosts productivity and morale in the workplace.Take a short walk at lunch or do some simple stretches during your break to maximize your productivity.Here I have some exercises recommendations for you:22. Outsource as Much as PossibleIf you want to achieve more in less time, learn to delegate or outsource work. Here are just a few of the companies that will help you outsource your everyday tasks: GetFriday Upwork Guru.com ScriptLance Also, read this guide to learn how to delegate effectively: How to Delegate Work (the Definitive Guide for Successful Leaders)23. Set Some Exciting GoalsWithout worthy goals, you will never be motivated to get things done.Set goals that are challenging and achievable. The best goal setting framework is a SMART goal. That said, there are other tools that can help you out as well. For example, The Dreamers' Guide To Reaching Your Goal is a great guide to help you set and reach goals effectively. Grab your free guide and learn how to make your goals happen this year!24. Tell Other People About Your GoalsWhen you tell others about your goals, you will instantly be held accountable.25. Listen to PodcastsListen to educational podcasts or audio books while you're driving to work, cleaning the house, exercising, or cooking dinner.Audio learning has the power to add hours to your day. Not to mention, your cranium is sure to thank you for it.Some recommendations for you: 11 Podcasts To Inspire Yourself26. Read David Allen's best-selling book Getting Things DoneThis is one of the most important productivity books you will ever read. Read it, apply the tips in your daily lives and get more things done.Here're more great books about productivity too: 35 Books on Productivity and Organizational Skills for an Effective Life27. Learn to Speed ReadWhen you can read faster, you will read and learn more! Check out these 10 Ways to Increase Your Reading Speed.You can also make use of the app OutRead to help speed up your reading speed!28. Learn to Skip When You ReadWhen you're reading a book, just read the parts that you need and skip the rest. But you have to read with a purpose.Learn how to make it work here: How to Read 10X Faster and Retain More29. Focus on Result-Oriented ActivitiesPareto's law (also known as the 80 20 rule) states that 80% of the outputs result from 20% of the inputs. This means that 20% of our actions result in 80% of the results.We must find the 20% that is creating the 80% of our desired outcomes and focus solely on those activities.30. Take a BreakYou can't always be working at optimum productivity. Instead, you should shoot for working in short bursts at your most productive times. 31. Start a Polyphasic Sleep ScheduleWhat is polyphasic sleep?Polyphasic sleep is a sleep pattern specification intended to compress sleep time to 2-5 hours daily. This is achieved by spreading out sleep into short (around 20-45 minute) naps throughout the day. This allows for more waking hours with relatively high alertness.While you can learn more about it here, you're recommended to take some naps during the day to recharge your energy too.32. Learn to Say "No".We can't do everything and therefore we must learn when to say no in order to save our sanity.Learn the Gentle Art of Saying No from Leo Babauta.33. Go on an Information DietMost of the world lives on information overload. We must eliminate mindless Internet surfing.Stop reading three different newspapers a day and checking your RSS feeds multiple times a day. Otherwise, you'll never get anything done.The key is to limit yourself only to information that you can immediately take action on. Here're some simple tips you can try: 10 Simple Productivity Tricks To Manage Overloaded Information34. Organize Your OfficeThe piles of paper around your desk can be a huge barrier on your productivity. Optimize your time by organizing your office, setting up a system and dumping the junk.Check out these 21 Tips to Organize Your Office and Get More Done and 20 Easy Home Office Organization Ideas to Boost Your Productivity.35. Find a MentorBy modeling after those who have already achieved success, you will save yourself a lot of time and energy.A good mentor is hard to find, so here's a guide to help you: What to Look for in a Mentor36. Learn Keyboard ShortcutsWith technology's help, you can double your work efficiency. Even better, you learn all the shortcuts when using technology, for example keyboard shortcuts.When you use keyboard shortcut, you gain 64 hours every year!Not sure what shortcuts to lear? Check out these 22 Tricks That Can Make Anyone A Keyboard Ninja.Besides learning the shortcuts, you can also create keyboard shortcuts with AutoHotKey.37. Improve Your Typing Speed to Save TimeDo you know you can save 21 days per year just by typing fast?You don't really need to take some serious courses to type faster, try these typing games online: Barracuda Fingerjig Bubbles 38. Work from Home and Avoid the Daily CommuteIf your job is a flexible one, consider working from home. This saves you the commute time and you'll find yourself more energetic throughout the day as you have saved the long ride.Take a look at these tips to help you stay productive while working from home:How to Work from Home and Stay Ultra-Productive39. Get Rid of Time WastersCommon time wasters include Instant Messenger, video games, Flickr, checking your stats 10 times a day, television and extraneous Internet surfing. Don't rely on your willpower, make use of some of these useful tools to help you stay focus: 10 Online Apps for Better Focus40. Plan Your Meals in AdvancePlan out all of your meals a week ahead and make your grocery list accordingly. This allows you to focus on the necessary - saving you time and money. You can also save yourself even more time through a wide variety of apps. One app that I find helpful is Mealime. It's an app that provides you with a wide selection of recipes and also a convenient spot for your grocery list as well.Considering the fact that over 4 million users have this app, it goes to show that there is a good selection of meal plans that you can follow and that the app is friendly to use.41. Cook Your Meals in BulkWhen you cook your meals in bulk, you will have plenty of leftovers. This can avoid having to cook everyday.Find out more about how to make cooking in bulk works: Once a Month Cooking: Productivity Hack or Overrated Time Suck?42. Protect Yourself from Unnecessary Phone Time with Caller IDThe minutes you spend on picking up unnecessary phone calls are time wasted. You can prevent that from happening.Check out this detailed guide how you can deal with those unnecessary phone calls: How To Lose the Useless Items that Weigh Down Your Day - Cellphone Calls43. Take Shorter ShowersThis one may sound silly but it's actually something I struggle with. I spend up to 30 minutes in the shower. Think of the time I could save simply by speeding up a bit.44. Save the Trips to Bank by Taking Direct DepositMany employers now offer direct deposit. If yours does, then be sure and take advantage of it and save yourself from a number of trips to the bank.45. Auto Pay Your BillsHow many times have you been worried about whether you missed the bills deadline?Auto paying your bills will save you time and eliminate late fees and increased interest rates.46. Shop OnlineWhenever possible, avoid going to the store. When you shop online, you can be more focus about what you're getting.47. Speed up your Internet With a Broadband ConnectionMany people are aware of the slow speed of internet but aren't doing anything about it. In fact, this is the number one Internet time-saver!If you must use dial-up, then you can use accelerators like Propel and SlipStream to double or even triple your speed.48. Keep up the Speed of Your ComputerIf you're a Windows user, use Windows hibernation feature to avoid the slowdown of exiting and restarting Windows.Or maybe, consider switching to Mac as there're plenty of Advantages You Probably Don't Know About Switching To Mac From PC.49. Turn off the TVThe average American watches more than 4 hours of television every day. Over a 65-year life, that's 9 years glued to the tube.For better health and productivity, turn off the TV. Here're 11 more reasons to tell you to stop watching TV so often.Turn off the TV and you are sure to get more out of life.50. Use a Tivo or DVRThis can help you cut an hour-long television show down to just 40 minutes. You can save time while not missing the fun.So, here's the ultimate list of techniques you should learn to boost productivity. Pick the techniques that work for you and make them your daily habits. As time goes, you'll find yourself being a lot more productive.More Time Management TipsFeatured photo credit: Pixels via pexels.com

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