MINDROID ACADEMY
Unleash Your Real Potential

P. K. PRASANNA VENKATESAN



5 PROVEN HACKS TO MANAGE YOUR TIME

www.mindroid.biz | www.pkprasanna.com



The word "Time Management" is ambiguous. You cannot manage time; you can only manage events in your life concerning time.

You may frequently want more time, but you only have 24 hours in a day. It's quite tough to manage all your tasks in one single day because you are not able to filter out the tasks that are most important and the tasks that are least important.

Managing time and tasks is as equally important as doing tasks on time. How you use that time is determined by the abilities you develop via self-analysis, planning, assessment, and self-control. Time, like wealth, is both valuable and finite. It must be safeguarded, carefully used, and budgeted

MINDROID ACADEMY
Unleash Your Real Potential

P. K. PRASANNA VENKATESAN

5 HACKS



Prioritize



Plan



Create a 'Stop Doing List'



Start early



Delegate

Prioritize



Prioritize your tasks accordingly. You need to choose what's important for you & choose what is the best use of your time, skills, and efforts because if you don't choose you will lose. Make decisions to prioritize certain tasks over the other tasks & this is where you need to be clear about your role.

Plan



The simple and yet very effective hack for managing your time is to plan now. Do not plan more than 4 hours in a day. Keep the rest of the day for other activities that will surely distract you. Planning works provided you plan adequately.

Create a 'Stop Doing List'



Start identifying those activities that you will stop doing because at the end of the day when you drop a few activities you will create freedom for yourself to do what's most important. Again it's a simple yet very powerful exercise and the idea behind stopping doing a list is learning how to say no to people

Start early



This is the most underrated hack to manage your time but a very important one. Starting early helps you to seize the day and you will be able to manage and optimize your day to the fullest.

Delegate



It's a critical hack if you want to optimize your time. When you delegate you let go and when you let go you give yourself the space to grow. If you do not delegate you will get stuck in those activities which you are not good at, you don't want to do, and which you hate doing.

Take time to analyze how your time management tactics have performed for you. Do you strike a good balance between work and personal life? Are you doing the most critical chores in your life? Do you devote enough attention to your well-being? If you answered "no" to any of these questions, it's time to rethink your time management tactics and switch to the ones that will work much better for you.

Try these 5 hacks now to manage your time according to your priorities and see how you can achieve your goals daily. Effective time management leads to increased personal satisfaction, higher success at home and work, and a more fulfilling future.