



TIME MANAGEMENT

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WHAT IS TIME MANAGEMENT

? **Time management is the process of planning and exercising conscious control of time** spent on specific activities, especially to increase effectiveness, efficiency, and productivity.

ARE THERE ANY TIPS FOR TIME MANAGEMENT?

Focus and block distractions.

- Notifications, pop up messages, e-mails, colleagues constantly talking to you. It all pulls your attention away from work.
- There are many ways to stay focused. You can put your phone away, turn off social media notifications or block distracting websites. But the best way is to **concentrate and do what you have to do**. It's worth to limit your presence in social media to the minimum because it takes a lot of your time and doesn't bring much value into your life.

Create a morning routine.

- *What's the first thing you do when you wake up?* If it's making a bed or exercising, you're on the right track. But if it's checking social media, you're doing it wrong.
- Having your own morning routine will unquestionably power you up for the rest of the day. It's the first thing you do in the morning that determines the outcomes you will achieve during the day. Try from such small things as making your bed, then have a healthy breakfast, and leave social media for the end of the day.
- A good morning routine will set you in the right mood and motivate you to work.

Set goals

- Set goals and you will exactly know which direction you're heading to. Goals are part of the organizational process and they are extremely important in time management.
- To take advantage of any time management technique, the key is specificity when setting goals. Break down bigger visions into monthly targets to hit.
- For example, if you've decided to start your online boutique this year and your goal for the semester is making \$80k in revenue, this month's targets might be closing a contract with 2 wholesalers, hiring an intern to help with shipping, and finding a marketing channel with a lower cost of acquisition than your current one.

AS FOR ME...

I'm not really good at time management. Sometimes I spend time on some things that are just not worth it at all. And, honestly, I'm really easy to distract. I try to block all my notifications, but then I'm afraid to miss something important!

I hope that in the nearest future I'll teach myself to be more responsible. Time management is hard, but with practice I'll become better and better.