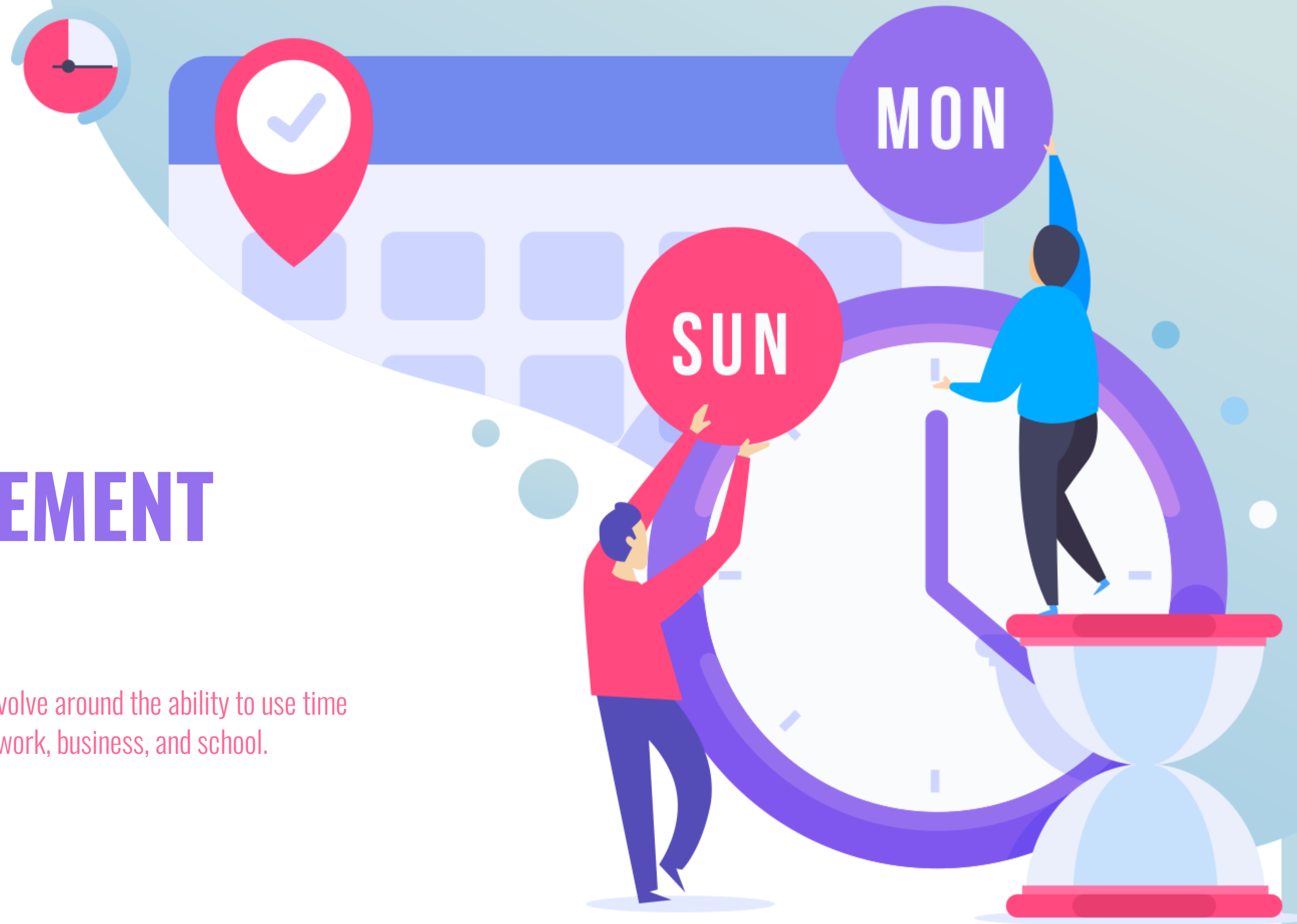


TIME MANAGEMENT TECHNIQUES

Definitions of time management usually revolve around the ability to use time productively and efficiently, especially for work, business, and school.





TRAINING

10 Methods To Improve Time Management Problems As A Founder



Disclaimer

This topic has been written to provide information about self-improvement. Every effort has been made to make this ebook as complete and accurate as possible. However, there may be mistakes in typography or content. Also, this presentation provides information on self-improvement only up to the publishing date. Therefore, this should be used as a guide - not as the ultimate source of time management information. The purpose of this is to educate. The author and the publisher does not warrant that the information contained in this topic is fully complete and shall not be responsible for any errors or omissions. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by this presentation.

Introduction

Every business founder faces the almost immediate necessity of finding ways to increase efficiency, maximize productivity, save resources, and improve time management skills in order to ensure growth and success of their ventures. This can be one of the most challenging tasks for a founder and demands creativity, discipline and constant improvement. Here are 10 methods to help founders improve their time management skills.





WHAT ARE GOOD TIME MANAGEMENT SKILLS?

once you view the days of your life as limited space, like a closet, you can begin to see that not everything will fit: “Even if you’re willing to work 12 hours a day, it’s still a limited amount of time, and if you are trying to do 15 hours worth of work in a 12 hour day, it’s not going to work.”



Get Help From Others

It is possible to delegate certain duties to team members or outsource certain operations to free up more time. Business founders should take some of the day-to-day obligations off their plate and get help from others to focus on making critical decisions and planning for the future.



BE A TIME ESTIMATOR

THE SOLUTION IS TO BECOME A GOOD TIME ESTIMATOR. “THE GATEWAY SKILL TO GOOD TIME MANAGEMENT IS WHEN YOU ASK NOT JUST WHAT YOU NEED TO DO, BUT HOW LONG IT WILL TAKE,” NOTES MORGENSTERN.



Taking Breaks & Recharging

THE SOLUTION IS TO Taking regular breaks and breaks during the day can help founders focus on the task at hand and avoid burnout.

HAVE A DYNAMIC TASK LIST

Capture the tasks and activities you must do on a list and update it regularly during the day. Revisit this list frequently and add new items as soon as they appear.



Break Down Tasks To Minimal

Break down big tasks into smaller, more manageable pieces that can be delegated to team members or outsourced.



REVIEW YOUR DAY

Spend 5-10 minutes reviewing your task list every day before you leave the office. Give yourself a pat on the back if you achieved what you wanted. If you think your day's effort fell short, decide what you'll do differently tomorrow in order to accomplish what you need to.



Leverage A.I

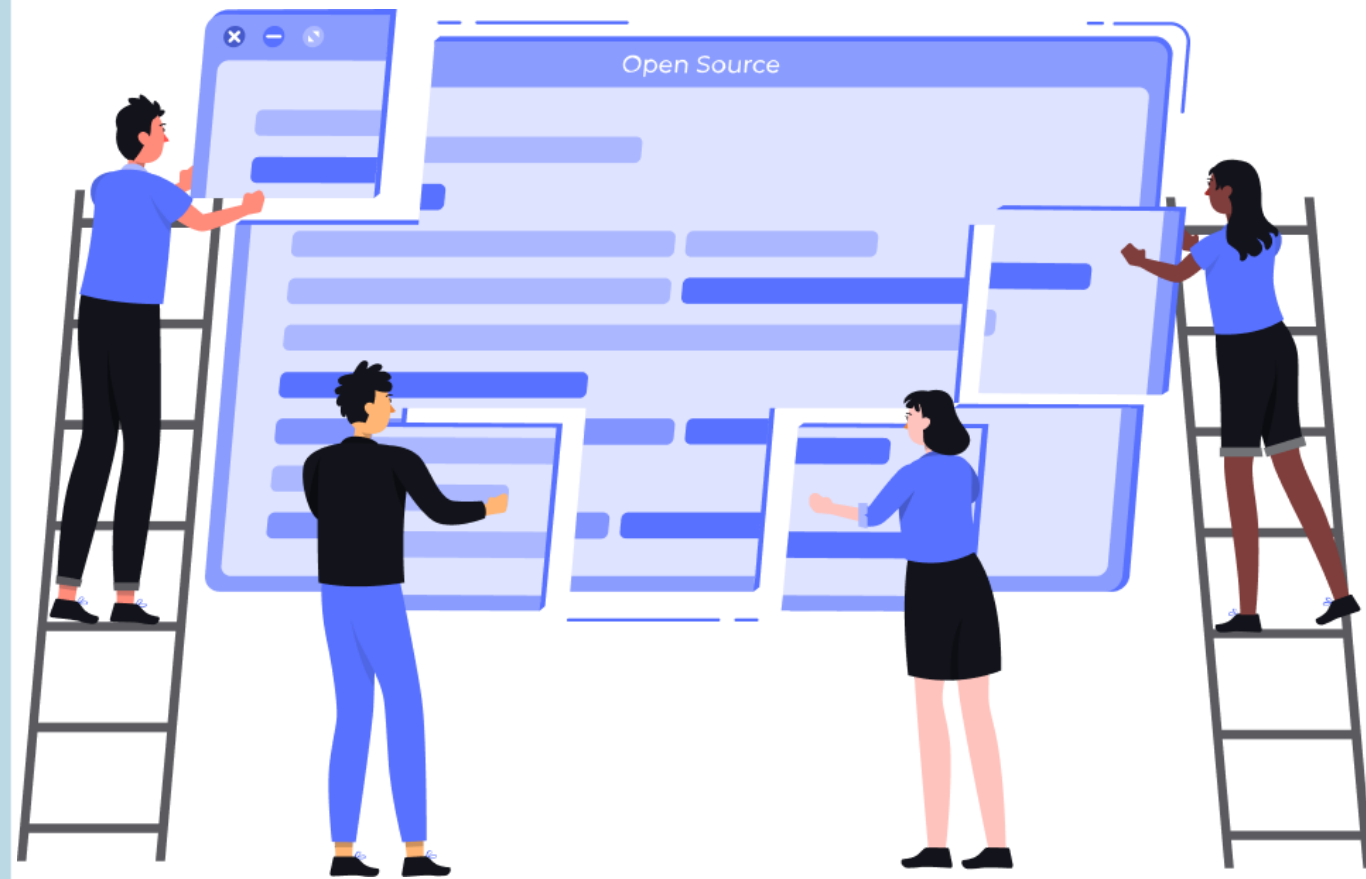
Automation technology can be a powerful tool to help business founders save time and manage tasks more efficiently.





START YOUR DAY WITH A CLEAR FOCUS.

THE FIRST WORK-RELATED ACTIVITY OF YOUR DAY SHOULD BE TO DETERMINE WHAT YOU WANT TO ACHIEVE THAT DAY AND WHAT YOU ABSOLUTELY MUST ACCOMPLISH. COME CLEAR ON THIS PURPOSE BEFORE YOU CHECK YOUR EMAIL AND START RESPONDING TO QUERIES AND RESOLVE ISSUES.



Prioritize The Most Important Tasks

Prioritizing tasks effectively is critical for a business founder to stay on top of all the plans and delegate duties in advance.

Apply The 80 / 20 Rule

Focus on the 20 percent of tasks that have 80 percent of the impact on the success of the business. This will help founders identify and prioritize the most crucial tasks quickly and efficiently.



Set Deadlines & Stick To It

Holding yourself accountable to deadlines can be a great way to stay on track and make sure tasks are completed within a given time frame.

Cut Down On Meeting Times

Business founders must make efficient use of their time and they should avoid long, aimless meetings and unnecessary communication as much as possible



Monitor Progress & Analytics

Keeping a close tab on progress and performance can help business founders evaluate how tasks are being completed in terms of time and cost, identify any issues that may hinder progress, and find ways to improve performance.



Develop Effective Communication Patterns

Develop effective communication patterns with team members and other partners to ensure clarity and efficiency. Unclear! Then Begin From Top

THANK YOU

We Welcome to Your Feedback.

Feel free to get in touch with us for any feedback
or question.



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