

A photograph of a person's hands typing on a laptop keyboard. The person is wearing a black smartwatch on their left wrist and a silver ring on their left ring finger. The background is a blurred home office with warm lighting.

# Time Management

**Vital principles to help you stay on track  
whilst working from home**

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## Notes:

This book has been written for those of us who choose to work from home. It is biased toward the 'online' business rather than the 'offline' type of business. However, the principles outlined are perfectly applicable to most forms of home based operation, whether in a professional office or from your converted spare room. It is hoped that you will find the content useful to help you be as productive as possible.

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# Why Time Management Is Important:

## Introduction

Most people imagine that working from home is a casual affair that should not be treated with seriousness. However, if you are thinking about venturing into any form of home business, you have to acknowledge the fact that it requires as much seriousness as any other business. In as much as operating a home business allows you the flexibility to choose the time to work, you should always ensure that you manage your time well for you to get good results. Some of the reasons why time management is important when working from home include:

### **1. It plays a big role in the success of your home business:**

When you are writing down your business plan, you have to include time management. This is because time is one of the major resources that you have when it comes to propelling your business to greater heights. No matter how much capital you invest, if you have not internalised the essentials of time management, it will flop.

You need to realise that there are a lot of distractions for people who run home businesses. There will always be phone calls from friends and relatives who want to catch up because 'you are always home'. You may also have children who reach for your attention simply because they see you around. You should find the right way to manage your time such that these distractions do not interfere with your business. First, start by creating a work schedule and sticking to it. If your phone rings, you can either ignore it if it is not an emergency, or politely inform the callers that you are working. You should also let your friends and family know that specific hours of your day are reserved for working. Remember, nobody will take your business seriously if you do not show them that they need to.

### **2. It reduces stress:**

The temptation to indulge in the many distractions at home can be overwhelming. Admit it, sometimes, you promise yourself that all you will do is to respond to a few facebook messages or check out what is going on in the world of twitter. Then before you know it, you have spent a lot of your valuable time reading random things on the internet. Or maybe you decided to catch up with your friends, and hours later, it hits you that a lot of work concerning your business is undone. The result is instant stress! It can be very frustrating trying to make up for lost time. A lot of people who have not grasped the importance of time management always end up straining themselves in an attempt to

meet deadlines and fulfill their clients' needs. Think about how easier it would be if you managed your time well. You will get everything done on time, and get time to relax after everything is done.

### **3. Proper time management increases profits:**

Another reason why time management is important when working from home is the fact that it increases productivity. Once you dedicate specific time to developing and working on your business, you will reap the benefits. You will get more work done, and this is likely to translate to better profits compared to when you do not spend your time well.

### **4. Creates a good relationship with your customers:**

When you manage your time well, you are able to meet the demands of your customers. This is because proper time management allows you to allocate the appropriate time to go through your customers needs and deliver what they ask for. On the other hand, if you waste your time on other things that are not work related, you will find yourself working under pressure. This can result into a chain of disappointed customers, and this will affect your business negatively.

### **5. It allows you to learn more concerning your business:**

Always bear in mind that you will only expand your business if you invest your time in it. There are so many things you can learn about your home business when you spend time studying your business trend, and establishing other ways you can improve it. If you do not manage your time well, you will always be in a race against time, trying to meet deadlines. This can be very exhausting, leaving you with no time to learn about expanding your business.

### **6. Reduces your work load:**

You will not believe how much your work load will reduce when you know how to manage you time well. First, you reduce the likelihood of having a have a pile up of work to attend to because you spent most of the day doing other things. Managing your time well also means that you will not have to deal with inconveniences such as making up to your customers by giving them extras to cover for their unmet needs or hiring an extra hand to help you manage your work load.

### **7. Prevents you from getting entangled in legal battles:**

If you do not manage your time well, you may end up getting involved in legal cases with customers/clients who suffer the consequences of your poor work. You can get sued for not delivering what you had promised. Do not think that since you run a home

business, you are not obligated to offer good services. You have to know how to work with the time you have so that you deliver what you promise.

## **8. You create time for other personal needs:**

Having a home business does not mean that you have to ignore your personal needs and those of your family. All you need to do is to create a timetable that allows you to engage in your business, and gives you sufficient time to spend time doing your personal things. Otherwise, you will keep trying to balance them, and at some point, you may feel like a failure.

Basically, there are many reasons why time management is important when working from home. Always try to make the most out of your time so that both you and your customers can be happy. The key is making your home business a priority and giving it the time and attention it deserves. If you compromise on your time management skills, then you can be sure of failure and disappointment.

# 5 Tactics For Getting As Much Done In Your Online Business

Without a lengthy daily commute, home-based entrepreneurs have the advantage that they can add several extra work hours into their day. However, for the most efficient use of your time you need to use some time management tactics in order to get as much done as possible in your online business. Owning an online business gives you the benefit freedom to choose your own working hours.

However, one of the challenges of working from home is to manage to incorporate your work schedule into a busy family life. We need to learn how to use efficient time management methods in order to be able to spend more time with our family, friends, and people we love, while getting as much done in our online business.

Most of the home entrepreneurs are trying to balance the household chores and family responsibilities while building a successful online business. With growing families, especially if you have young children, this is not always an easy task. Having an working schedule is essential but with little kids things may not always go as planned.

We all have many things on our “to do” list and it’s not always easy to make the transition from corporate jobs to becoming online entrepreneurs. In the corporate world we used to be paid for our time, however in our home entrepreneur world we are paid for our productivity. Our daily productivity determines now our income level and our overall success. That means we need to make a huge mind shift and change our perception. We need to learn now how to better use our time if we want to achieve success sooner.

As a home business owner you need to not allow your business dominate your life and stay determined not to fall into the trap of thinking that the guarantee for success stays in long working hours. Work-life balance depends only on your approach, now that you your for yourself and don’t have an imposed work schedule or a boss.

**Here are 5 tactics for getting as much done in your online business:**

## **1. Establish a schedule**

Planning your schedule really helps to outline time for errands, house chores, meals, quality time spent with your family, relaxing, and work. Whether you are working on your online business sporadically, part time, or full time, ensure you set aside specific time to focus on work each day and week. Keep your work and your personal life into a separate compartment, even if you work from home. Break down your work into

priorities and tasks for each and every day. Try to identify three key things that you need to accomplish that day, in addition to other minor tasks that will come second. Creating a tasks list is similar to creating an action plan. Preferable at the beginning of every week, make your list of priority tasks for the work week ahead. Based on their importance in growing your business arrange your tasks in a logical order.

If you do not set a time limit it is amazing how much time you may waste. You have to time yourself and set deadlines for each of your tasks. Break your work in small tasks and allow yourself around 20 to 30 minutes to complete each of these specific tasks. Use a timer in order to keep track of your work. This way you'll spend more time on getting everything done and less time perfecting little details.

In planning your work at home schedule you also need to take in consideration your own rhythms. Some people work best in the evenings, others prefer to work in the morning. Everyone has a specific time of the day when they can be more focused and productive. In scheduling your work that requires your highest concentration you need to take advantage of your best time for work.

## **2. Create a designated area for work and play**

This is also an important aspect that should not go overlooked. Arrange your home office in a place that you'll only use for work, whether it is just a desk or a separate room. Find a space in your home where it might be appropriate to create your working place. This way you'll get less distracted and will be able to keep things better organised.

## **3. Use productivity apps**

Your iPhone can be a very useful tool for your home business. You can keep all your tasks, activities, appointments, and deadlines into your calendar of your smart phone. And even as the owner of an online business you'll not spend all your time at home. There are situations when you need to keep track of your business on the go. Here are a few mobile apps for iPhone that you might find very useful in running your home business:

**Milebug:** It's an application that helps you to track your parking, tools, and mileage.

**Cozi:** Is a mobile app that manage to do lists, shopping lists, a shared family calendar, and family journal.

**Wunderlist:** A list manager that can run on the iPad and other mobile devices, as well as on the web. The application allows you to connect with it from virtually anywhere.

**Time Log:** This is the perfect application for those who needs to manage different clients and track their time.



**LockBox:** This mobile app stores and protects your secret information such as bank accounts, credit card numbers, pin numbers, passwords, and private notes.

**A Personal Assistant:** You can use your personal assistant app in order to access and manage in one place all your online accounts.

**Bump:** This is a perfect tool when for conferences or networking events. The app allows you to quickly and conveniently exchange contact information on your mobile phone.

**Drop Box:** This is a storage application that allows you to share files on the go with business partners, coworkers, colleagues, family, or friends.

**Dragon Dictation:** This app is specialised in converting your voice to text. You can write a text, send emails, or tweet by using your voice.

#### **4. Identify and eliminate daily time wasters**

Everyone has time wasters, whether is the cell phone, the TV, Facebook, or email. Identify the items that distract you and ensure to eliminate them. Studies have shown that the home entrepreneurs tend to:

- Be constantly interrupted and distracted
- Lose track of time with games or social media
- Multitask

All of these are serious time wasters and need to be avoided when working from home. Some simple ways to fix this situation are:

1. Avoid multitasking which has been shown to be inefficient. Focus just on one task at a time and turn off all distractions.
2. Prioritise your goals and choose one or two things you plan to accomplish every day.
3. Set a deadline and a start time and for each task.
4. Use a timer in order to honestly keep you on track.

5. Prioritise your tasks well and choose to start your working day with the most important money producing tasks.

## **5. Reward yourself**

In order to avoid getting overworked you need to stop every once in awhile and take few minutes break to relax. Also make a habit to step back and evaluate your accomplishments for the day. You deserve a reward once in awhile in order to rejuvenate and relax. It can be simply watching your favorite TV show, dinning out, reading a good book, buying yourself a nice outfit, or getting a nice pedicure. Working for yourself means you cannot expect corporate work benefits, promotions, and other job perks but rather you need to create your own rewards in order to keep you satisfied with your work. Therefore, make a habit to pamper yourself with little rewards once in awhile.

# Top 7 Time Management and Productivity Apps For Your Smartphone

## Asana

The tagline of Asana is "Teamwork without email".

It is a project management and communication management tool. It allows team of people working on a project to share and update all the aspects of a project on a real time basis without the use of email.

It not only allows team members to create a task but they can also assign and comment on various tasks. These changes are visible to everyone on a real-time basis. It helps everyone in keeping a tab on plans, ideas, files, conversations and other related things about the project. Therefore, no one is in the dark as far as any part of the project is concerned. It supports both Dropbox as well as Google Drive.

This has all the tools required for corruption and managing a team. It also has labeling options and one can also set deadlines inside the app. It is free for a team of up to 15 people and it can support up to 800 members for a fee of \$100. It is available for both Android and iOS.

## Evernote

Evernote has been around for a long time. Even though it is known as a note taking app, you will eventually realise that it is much more than that.

In addition to its core feature of taking notes, it can also record audio for later reference. It can also store your checklists, setup reminders, scan business cards and collect as many web clips as you want.

Essentially, it acts as a kind of reservoir for everything. It also has the capability of scanning handwritten notes and making the notes searchable. This search feature in this app is awesome and the more you use it, the better it gets. Some of the reviewers have also compared it to the Google for your mind.

It does have a learning curve but it is difficult to take your hands off it once you start using it on a regular basis. It has apps available for every platform. The basic version of this app is free but you can upgrade to the pro version where you get off-line Mobile support, better search and other features.

## **Dropbox**

It seems such a simple idea on the surface but the multibillion dollar company has executed this idea with such perfection that no one, even the big web giants, has been able to create a dent in the popularity of this app.

It is the most elegant file synchronisation tool that gives you access to your files irrespective of the device you are on. It is available on virtually every platform and you just need Internet connectivity to get access to your files in the dropbox account.

It lets you access both your personal and corporate account from inside the same app. There are two tabs inside the app for each account. It currently offers two GB of space for free that can be increased to 1 TB for less than \$10 a month.

The prices will keep going down as the other services also offer similar service and keep driving the price down.

To use this, you just need to drag the files you want to be available at all times into the dropbox folder and everything else is taken care of by the app. It also lets you share files in your account with the whole wide world by allowing you to share a particular folder or file.

## **Any.Do**

It is one of the most popular task management or to do list apps which offers time and date reminders in addition to the geolocation reminders. The good thing about this app is that these features actually work and in a good manner.

The geolocation reminders feature works flawlessly. Once you want to have a reminder when you are near or reach a particular location, the app will alert you when you reach near that particular point and it works every time. There are some other apps which offer this feature but it does not always work in the other apps.

As far as the core feature of acting as a task management or a to do list is concerned, it shines in that department. You can setup your tasks in a particular category and also on particular dates. You can also search your tasks later by category as well as dates. Its interface is very easy to navigate as everything collapses and expands when needed.

The most liked feature of this app is the Any.Do moment which lets you set a list of to do things for a daily review.

It is currently free for both iOS and Android.

## **IFTTT**

Short for If this then that, IFTTT is one of the best apps available in the market for automating simple tasks. It works by creating connections between various web services, which it calls recipes.

In simple terms, it lets you create programs without knowing programming. It supports a lot of different services such as Facebook, Twitter, LinkedIn, Evernote, Google Drive, Instagram and many others. It also allows you to add a phone number for sending texts. It is very simple to use and provides a walkthrough of all the possibilities. You can create your own personal commands with the help of its simple interface with big sized fonts or you can choose to use one of the hundreds of recipes shared by many users all across the internet.

There is a recipe for almost everything under the sun. It makes your digital life very easy to manage.

## **Mailbox**

It quickly became one of the most hyped apps of the year when it made its debut in the year 2013. One of the main reasons for its popularity was its intuitiveness and clutter free interface. In essential terms, it simply redefined e-mail.

Since the app is owned by dropbox, you also need to provide authorization to let it access your dropbox account and it uses dropbox for syncing.

The biggest selling point of this app is the swipe gestures used for common e-mail functions. A short swipe halfway to the right archives message whereas long swipe all the way deletes it. You can also snooze a message which means it can hide the message for the time being and can bring it up later.

It also has a list feature which does require some work but overall it is one of the best email clients.

## **Microsoft Office**

Microsoft finally decided to launch its office productivity suite on iOS and Android. It does require subscription to the Office 365 for business users but is free for home use. There is no need to define the uses of Microsoft Office Suite. Literally everyone has grown on Microsoft word and Microsoft Excel and who can forget the Microsoft PowerPoint.

One can now create and edit all the documents, files and presentations on the go on almost all the devices.

These are the 7 apps available on both iOS and Android that will keep you productive. So, if you still have not installed these apps, stop reading further and download these. You can thank us later.

# How To Create A Schedule When Working From Home On Your Online Business

Learning how to create a schedule when working from home on your online business is one of the most important steps that an entrepreneur has to take in order to become successful. Running your own online business is a great way to enjoy both freedom as well as the potential for true financial independence. However while having your own online business can be very rewarding, it requires you to have the self discipline it takes to work toward your goals. It takes a lot of time and effort to make any business successful, and this is true of online businesses as well.

This is why learning how to create a schedule when working from home on your online business is so important. You need to give your online business the time it needs to grow and succeed. You need to spend time designing your website and figuring out your niche in the online marketplace. You also need to spend time promoting your online business through different forums, websites, and social media.

All of this takes time, and it's time you have to be ready to spend. The only way that you can ensure that you put in the time it takes is to create a work schedule and make sure you stick to it.

## Determining The Needs Of Your Business

The first step in determining your work schedule for your online business is to look at the needs that your business has. If you have an online business that will require you to interact with customers on a one on one basis then you need to keep hours based upon this. However chances are pretty good that this won't be the case.

One of the reasons that online businesses are becoming so popular is that they can largely be automated. This means that you need to put in some time and effort working on them, and then you can sit back and let them work for you. The thing about this approach to remember is that your online business will need constant attention. You can't ignore it for days or weeks and hope to be successful. You need to spend time working on your website and promoting it on a daily basis. With that being said the next step is figuring out when the best time is for you to spend working on your online business.

## Finding Time That Works For You

When it comes to setting aside time to work on your online business you need to find time that works with your schedule. If you have a full time job then figure out if it's easier to work on your online business before or after work. If you are truly dedicated and want

to be successful you may have to devote time both before and after your normal job to work on your online business.

If you don't have a full time regular job then you have a lot more freedom when determining when you are going to work on your online business. It's important to remember that having more time and flexibility doesn't mean that you have more time to mess around. It simply means that you have more freedom when determining your working schedule.

In fact if you are banking on your online business turning into a full time source of income then you should be devoting a lot of your time to working on it. Remember that when you are working on your online business you are working for yourself. It's much easier to stay on task and motivated when you are doing work that will ultimately be of more benefit to you than anyone else.

### **Set A Schedule And Stick To It**

Once you have figured out a work schedule for your online business you need to stick to it. It's far too easy to not stay goal oriented and put in the time it takes to succeed when you don't have a boss looking over your shoulder.

The problem with this is that once you start to make excuses and take days off you are likely to continue this trend and as a result you will become less productive. When you are trying to launch an online business, and make it successful, taking days off isn't an option.

You need to work every day, and work hard if you want your business to succeed. Treat your online business like you would any other job you want to succeed at. Show up every day on time, and be prepared to work. If you don't feel like working one day ask yourself if you would call in sick if you were working a regular job. If you aren't honestly too sick to call in sick for a regular job, then you definitely aren't too sick to work on your online business.

You also need to resist the urge to not work whenever something fun comes up. Just because you are your own boss doesn't mean that there aren't consequences if you are not a productive employee. The consequences here may not end up with you getting in trouble, they may end up in your online business failing.

Learning how to create a schedule when working from home on your online business is something that you absolutely must master if you want to have any chances to succeed.

If you are a procrastinator or have trouble staying on task then you need to think long and hard before you decide to start an online business. Can you overcome your natural tendencies and stay productive? Can you create a work schedule and make sure that you stick to it?



Can you make your online business a priority and give it the time and attention that it needs? If you can't answer yes to all of these questions then the honest truth is that you have no business starting an online business. However if you can make this commitment, then this is the type of exciting opportunity that can change your life. You can stop working for someone else and begin the process of building your own financial future.

# How to Stay Accountable While Working From Home

The thought of working from home makes many people excited. After all, this can be quite convenient. Imagine having no alarm clock to wake you up early in the morning or a boss to supervise you throughout the day. With such freedoms, it can be quite hard to get anything done, especially if you are not the disciplined type. In fact, many people who are new to this kind of lifestyle find it hard to adapt.

While working from home, numerous distractions can keep you from focusing on your daily tasks. So, how will you resist the urge to work in your pajamas and keep the TV off until the work is done? Can you overcome the temptation of sleeping a little longer or putting off important tasks? How can you prevent kids or pets from interfering with your daily work schedule?

Well, the truth is that doing serious work from home is not easy. It requires a great deal of responsibility on your part. With a few simple habits, however, it is possible to accomplish work even when doing it from your own home. Here are 8 tips that can help you master how to stay accountable while working from home.

## **Create a Conducive Working Environment**

It can be hard to remain focused when trying to work amidst distractions. Take responsibility of your working environment by creating an atmosphere that is conducive for work. This can include anything from wearing proper working clothes, to listening to the right type of music, or creating complete silence. For some people, this can be having the right amount of light in a room or working on a comfortable chair and desk. Whatever works for you, create a working environment that triggers you into a working mood.

## **Manage Your Time**

If you really want to get down to serious work while working from home, make sure to manage your time. Try to create time when you are free from friends, family, co-workers, or pets and get down to work. Lock yourself in a room or hire a baby sister if you have to in order to get your work done. The key to time management is creating a chunk of time when you can focus on your daily tasks without any distractions.

## **Try Working at Different Times of the Day and Night**

Experimenting on how productive you are at different times of the day and night can help you discover when you are usually at your mental best. Perhaps you work better when burning the mid night oil, right after breakfast or late in the afternoon. By testing it out, you might find that you struggle to work consistently because your working sessions conflict with your schedule. It is even better if you are able to discover the perfect time that quickly allows you to get into a working mood.

## **Remain Focused**

Whatever time of day you choose to work, it is important to remain focused. During work hours, avoid answering your phone or checking your mail and social media messages. You can check those things later when the day's work is done. Try also to eliminate mental chatter and keep your focus on the work. By adopting these few habits, you will be surprised at how much you can accomplish when you are focused.

## **Set Goals and Create Deadlines**

Anyone that works from home needs to have goals. Create measurable targets and set deadlines for them. You can do this by creating a daily list of tasks and keep it in places where you check frequently throughout the day. According to the '1953 Yale Study of Goals', people who write down their goals for the future are more likely to be successful than those who either have unwritten or no specific goals. Therefore, jotting down your goals on a to-do-list and tracking your daily progress can help you stay accountable.

## **Handle Tasks One at a Time**

When working from home, you may be tempted to do other chores while at the same time preparing documents or answering emails on your computer. Multitasking may seem like a great skill that helps you to be more productive, but it does just the opposite.

Realisation, a provider of project management software and services, conducted a study on the effects of multitasking on organisations. It found that multitasking reduces productivity for employees by up to 40%. What this means is that people who multi-task are likely to get little work done during their working sessions. This in turn sets the stage for carrying forward pending work, which later becomes a repetitive, procrastination habit. If you want to learn how to be accountable while working from home, do one task at a time. This makes you more productive and it becomes easier to track your progress.

## **Evaluate Your Work**

Several studies have proved that there is a correlation between evaluation and accountability. It has been found that people who go through regular evaluation perform better and have a higher sense of accountability to their work. So, even as you work from home, create a system for evaluating your work. Examine your completed and pending tasks as if you were a supervisor evaluating another employee. Are there any shortcomings? Can you identify your strengths? Look at your work objectively on a regular basis, and then come up with a plan to fix any drawbacks that are making you not to reach your goals.

## **Reward Yourself**

Rewarding yourself in an effort to remain accountable while working from home may sound a bit odd, but this tactic can work well if you know how to use it. Rewards and incentives can be things such as watching your favorite movie, going shopping or treating yourself to a special meal. The trick here is to set a goal or certain number of tasks that you need to accomplish first before you can earn the reward.

With those few tips, it is possible to learn how to stay accountable while working from home. At the end of the day, remember that you are the only one responsible for your career and success. If you do not stay accountable and reach your daily targets, there will be no lazy-co-workers or bad boss to blame for your failures.

# How To Use The 80/20 Principle In Your Online Business

Smart and intelligent people use 80/20 principle in their personal as well as professional life to enjoy maximum success. Vilfredo Pareto, a well known Italian economist, created a mathematical formula to describe the unequal distribution of wealth in his native country and according to him, 20% of the population owned 80% of the wealth.

After Pareto made his observations, many people observed the same pattern in their own areas of expertise and they accepted the fact that a minority of causes, inputs or efforts normally lead to a majority of results, rewards or outputs. With the evolution of time, many people started applying this rule in every aspect of their life and eventually, 80/20 principle has become an inevitable aspect of all business success stories.

How do you use the 80/20 principle in your online business? Take a look at these important aspects:

## 1) Understand the Pareto principle deeply

You do not need to learn rocket science technology to understand this principle and it can be described as a simple concept that delivers excellent results. Everybody knows that time is money and your valuable time should be managed really well to achieve the expected results. Time management experts always assert the true relevance of this principle in making an online business highly successful and when you apply it properly, you can enjoy amazing results. In order to understand this concept deeply, you need to understand three basic interpretations of this principle.

**a) 20% of your customers produce 80% of the results**

**b) 80% of your problems come from 20% of your customers**

**c) 20% of your activities produce 80% of your results**

Now, they can be interpreted in regard to how you are spending your time. Since 80% of activities generate only 20% results, the remaining 20% of your activities produce 80% of your results. So it is always advisable to focus on the 20% to save your valuable time. For example: if you are working 10 hours a day, 80% is 8 hours and 20% is 2 hours, and if you cut the 80% that does not deliver the expected results, you can come to the conclusion that you are working only 2 hours to produce the best results for your online business. So 80/20 principle teaches you how to generate optimal results with minimal efforts and this rule asserts the importance of adopting a systematic method of approach as well.

## **2) Create an activity log for a week**

You should create an activity log for every week and every day, you must list all activities for the day. At the end of the day, you can find how long it took you to perform all these tasks. After a week, you can rate each of those activities, based on how well it is helping to build your online business. This method of approach always helps you avoid wasting time for unproductive activities like subscribing to unwanted newsletters, reading irrelevant blogs, answering emails throughout the day, surfing internet without a concrete plan and many more and, you can focus on more important activities that bring cash in the best manner.

## **3) Identify and focus on the best visitors, subscribers and customers**

If you want to apply 80/20 principle in your online business, you should always focus on the best visitors, subscribers and customers (20%) because they are the ones who bring 80% results. Your primary goal should be to write sales pieces for them and it is a well known fact that you cannot please everybody who visits your site. The best method of approach is to focus on activities that help you build your own group of followers; in fact, a well-knit group of followers and buyers. The 80/20 method advocates the importance of spending quality time on finding out the features, benefits and emotional end results that your best customers are looking for and, by doing so; you will be able to focus more on the 20% activities that produce 80% results.

## **4) Learn how to prioritise your tasks**

When you prioritise your tasks, you should take into consideration two important factors and they include potential profitability and time constraints as well. When you manage to identify the potential profitability involved with a task, you can always expect most efficient results and the time constraints should always be given the due attention they deserve. If you focus on these two important aspects while prioritising your tasks, you can achieve better results with minimal efforts and time and, the remaining time can be used for other important activities.

## **5) Avoid distractions and give yourself strict guidelines**

You need to follow strict guidelines to complete important tasks and unwanted distractions should be avoided. It is always advisable to make use of reliable online time management tools to find out where you become unproductive and such an approach protects you from committing the same mistakes again.

## **6) Focus on one task at a time**

When you sit down to work, you should not spread your time between multiple tasks. Since you have prioritised your tasks, you can work on it until it is finished and this process is often known as killing projects.

## **7) Find out the most suitable social media platforms and focus only on them**

Identifying the most relevant social media platforms is the key to build your online business successfully and you can use a time management system and calendaring system to allocate proper time for your social media activities. It is always advisable to automate certain parts of the social media with other types of quality online tools like CRM software as well. You need to have an agenda for your social media and this agenda should be kept in mind while engaging with the best visitors, subscribers and customers in a daily manner.

## **8) Make use of Google Analytics in the best manner and follow good habits**

When you come to know about your traffic sources in a detailed manner, you can easily identify the best visitors and Google analytics always helps you learn about your traffic sources. You can also follow good habits like creating projects based on the individual parts of your business, creating daily checklists and taking the guesswork out of your business and so on.

Breaking down your tasks and, figuring out how you are building income and get traffic are the best ways to implement 80/20 rule and these simple and valuable tips always help you use 80/20 principle in your online business with utmost efficiency.

# When Are You Most Productive? Finding The Best Time For You To Work

Everyone has a certain time-frame when they are the most productive during the day. There are some who work best and fastest in the mornings, and some who work better at night. It has been proven through research that there is no exact time of the day when every single person is more or less productive; but on an average, most people are the most productive during morning hours.

Research has proven that most people considered the time span between 9 and 11 am to be the most productive time frame. The next most productive time has been reported to be before 9 am while some report that their peak productivity hours were between 7 and 10 pm and others, between 10 and 12 am.

This is why you need to figure out when your peak times based on your wakeful and sleepy hours so that you can work the most effectively and efficiently. So here are some tips to finding the best time for you to work:

## 1. Follow your gut feeling

Most people have a 'gut feeling' about when they work the best. As mentioned before, those who prefer getting up at 6 am to finish off their work are morning people and who find it struggling to get up in the morning and tend to focus best in the evening are evening people who can work best late into the evening. If you think you have an idea of when you work the best, you are most probably right with your finding and gut feeling.

## 2. Try experimenting

If you are not sure about your most productive times, you could always try experimenting. You could perhaps work on a task that needs your full concentration first thing in the morning before you even have your breakfast. This means that all the time wasted checking your inbox should be done at night so that you have more time to attend to important things in the morning.

You could also try getting to your office an hour earlier than usual, or stay an hour longer at the office to find out when you are the most productive. You have to find out when you found it most comfortable and convenient for you to get most of your work done. If and when you know when you are at your best, you should use this knowledge to your benefit.



### **3. Working from home**

If you work at home it is left to you to decide on your own schedule. As a freelancer, you don't work full time for a single employer; you are most likely to accept jobs from various clients. These clients don't actually worry how or when you do your work, at midday or midnight. All they care about is your delivering their assignment on time, by the deadline.

The only thing you will have to remember as a work at home person is that if your client or prospects need to call you, you have to make sure that some of your working time overlaps with traditional office hours.

For example, you could perhaps leave the answer phone on in the morning when you work your best, and tend to all the calls in the afternoon. Better still, you could tell your clients and prospects to try to contact you only in the evenings for an immediately and quick reply from you as you work best in the mornings.

Similarly, if you are a student earning extra pocket money working online, you should bear your academic work and studies in mind so that your studies don't interfere with your work. And that you set aside time when you work the most productively to tend to your part-time job.

### **4. Set time for your own projects**

If you work at home, but have your own personal project like writing a bestselling novel to take care of, it's important that you manage your time wisely so that you can get maximum work accomplished both for your office work and your project work.

You could perhaps consider waking up an hour earlier on some days or stay up later in the evenings to write your book while everyone else is asleep. In case your job uses up your best hours, you could consider working on your projects at the weekend when you don't have any work deadlines to meet.

### **5. Allot some light days**

If you work from home, it's helpful if you find some 'light days' or relatively open days so that you can approximate your natural schedule and find out when you are most productive. For example, if you have kids, you may consider using a day when they are away at a camp to find out your internal rhythm. Of course, if this is not possible, just move on to the next step.

To find out when you work the most productively, you need to first know how you spend your time now. So get a piece of paper and track down whatever you do. Write down

how you spend all your minutes and note down how you felt while doing all this. You will find that sometimes you feel that you are 'on a roll' and can experience maximum productivity and sometimes, you feel like not working but want to take a nap.

## **6. Analyse your findings**

Now you know how you spend your day, you have to look for patterns. You may find that you can work for about 90 minutes at a time with only a few small breaks. This is a sign that this is when you are operating at peak productivity. Similarly, you will also find out how much time you had actually wasted doing unnecessary things like browsing the internet and all your social media sites.

## **7. Ask friends**

Sometimes, if you are not sure when your best time is, you could ask your friends and colleagues for their opinions. They will definitely know when your worst times are, if not your best times! So ask around and you may learn that your assistant had stopped scheduling meetings for 2 pm as she'd seen you fall asleep in the office chair at this time too many times!

Sometimes, time management is not the only point to consider for improved work productivity. At times, working during your peak hours in an improved work environment like better lighting gives better work productivity too. In fact, an optimised work environment and the employment of measures to increase productivity and focus during your peak hours also lead to productivity in a short span of time.

It is also better to disable any audible email alerts as listening to a 'bing' every time an email arrives distracts you from your current task. It is also better to concentrate on only one task at a time and to set a realistic time-frame to complete it. This way you will put in all your efforts, concentration and focus to complete the said goal.