How to Make the Most of Your Time

From time blocking to making time for breaks, here's how to make the most out of your work time.

Raise your hand if you have a lot on your plate. Between family time, being successful at work, keeping up with friends, and squeezing in self care, it's pretty easy to get overwhelmed by all that's going on. Setting aside time specifically devoted to work is the first step.

Here are five tips to help your work/life balance run more efficiently.

1. Do the Hardest Thing First

Once you make your To Do list for the day, you should first identify which is the most important, which action will have the biggest impact on your business. This may be daunting or unpleasant but its probably the most important to get done first. You'll have the most energy right when you start your day, making focusing on the tough stuff a breeze. Plus, you'll set the tone for a positive, productive day.

2. Try "Batching."

Since a lot of our work has moved online in the past year, it can be hard to unplug. Many of us have been glued to our phones, and all that social media scrolling we love so much can put a damper on productivity. Instead of checking all your notifications as they come in, set aside a couple of hours throughout the day for answering tech-based communication. This allows you to focus on other priority projects and won't pull your focus away every time you hear a notification go off.

3. Use a Timer

Have a bunch of small tasks or one large task that require your attention? Shut off your phone, laptop, tablet, and/or TV and set a timer for one hour. For that one hour, you get to work uninterrupted and distraction-free. You'll be surprised at how much you can accomplish in just sixty minutes.

4. Make Friends with Time Blocking

Time blocking is a method of time management that lets you divide your day into blocks that correspond with working on a particular task. This allows you kick off your day with a schedule, rather than an overwhelming list of floating projects that you'll get to when you get to. Plus, it allows for better focus, one thing at a time!

5. Take Breaks

A common misconception is that you're supposed to sit confined to your chair until your important project is finished. However, breaks are important! They reinvigorate creative inspiration and give your brain a much-needed refresh. Try taking a five-minute break once every hour; going for a walk, doing some deep breathing, or having a quick stretch can all help you refocus and re-energize.

Put productivity first! Implement these five tips into your work routine to help make the most of your work time. Creating a positive, efficient work environment will give you the chance to devote time to the other important areas of your life with ease!

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