

# MANAGING YOUR TIME

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Checklist



# Checklist

It's recommended that you print this checklist out so you can work side-by-side with the main ebook. The idea of this checklist is to mark off 1-by-1 what you've learned and had an understanding about.

Once you have had a full understanding of each chapter, topics, and subject throughout the main ebook, simply check it off. A great way to keep organized and not backtracking what you already have learned.

- **Introduction**
- How Managing Your Time Can Save You Time
- **Time Management - Goal Setting**
- Planning For Long Term Goals To Ensure Better Time Management
- **Time Management Tips for Home Based Workers**
  - Work the Same Hours Everyday
  - Work Around Your Schedule
  - Do Not Answer the Phone
  - Avoid Distractions
  - Remember Your Ability to Work Depends on Your Income
- Creating a Time Management Plan
  - Brainstorm
  - Prioritize
  - Set Time Limits
  - Stay Organized
  - Know When to Outsource
  - Don't Waste Time
- **The Posec Method Of Time Management**
- The Pareto Analysis And Time Management
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- **The Importance Of Delegating Tasks**
- Viewing Time As A Non-Renewable Resource
- **Simple Tools For Time Management**
  - Time Monitor Journal
  - Planner
  - Organizer
- Identifying Obstacles To Effective Time Management
- **Increase Your Productivity with Daily Habits**
  - Arrive Early, Stay Later
  - Plan the Night Before
  - Have Lunch Outside the Office

- Minimize Distractions
- Always Keep Your Goals in Sight
- Improve Your Productivity With These Hacks
  - Get Enough Sleep
  - Plan Ahead
  - Create Work Bundles
  - Create Routines
  - Work on the Hard Tasks First
- **Ways to Dramatically Increase Productivity**
  - Turn Off All Distractions
  - Stop Multitasking
  - Take Breaks
  - Implement the 2-Minute Rule
  - Tackle the Biggest Tasks When You're Alert
- Habits That Will Kill Your Time Management Efforts
  - Multitasking
  - Not Having a Work Routine
  - Being a Perfectionist
  - Having a Giant To-Do List
  - Being Indecisive
- **Do Less and Accomplish More**
  - Employ the 80/20 Rule
  - Disconnect
  - Be Willing to Say No
  - Have a Plan
  - Outsource Where You Can
- Ways To Improve Time Management Skills
  - Make a Schedule and Stick to It
  - Prioritize
  - Set Boundaries
  - Account for Good Distractions
- **Time Management Tactics for Busy Entrepreneurs**
  - Break Down Activities Into Simple Problems
  - Create Prioritization System

- Start with a Simple Task
  - Create a Long-Term Roadmap
- Practices for Entrepreneurs to Increase Their Productivity
  - Use Your Calendar
  - Plan Your Day in Advance
  - Perfect Your Morning Routine
  - Develop a Sense of Urgency
  - Limit Distractions
- Top Time Management Apps for Entrepreneurs
- **Internet Marketing and Time Management Mistakes**
  - Not Realizing Time is Money
  - Using the Internet for Personal Communication
  - Not Knowing Where You Are Wasting Time
  - Allowing Distractions
  - Justifying Your Actions
- Prioritizing Your Internet Marketing Tasks
- **Conclusion**