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Foreword

The word “Good Time Management” alone gives as an impression of going through a lot of discipline in order to stay productive. Keeping yourself motivated in managing your time effectively is a different story. Time management is a skill that can be learned while discipline and determination is a quality that you must develop in order to sustain effective time management. Get all the info you need here.



Time Management And Motivation

The Secrets To Motivation For Productive Time Management

Chapter 1:

The Basics On Time Management Motivation

Synopsis

The truth is having even a poor understanding on time management will lead you to failure, however with a lot of helpful tools you can easily learn the basics of time management and apply it on your daily life. The same principle goes when you want to motivate yourself to continue doing proper time management.



The Basics

There are ways to keep yourself motivated to do only the necessary things according to how you prearranged your tasks.

1. Given that you have already made an action plan and proper scheduling, the next best thing that you can do to keep on track and stay driven is to take a breather and remind yourself of your goals.
2. If you are still in harmony with your game plan, your next step is to follow your schedule to be able to achieve your goals smoothly.
3. Work hard to achieve more success and imagine how it feels to be successful the first time you attempted to develop and completed a useful and productive plan.
4. Allow yourself to be rewarded for being the best leader and player of your wonderful game plan.
5. Get a life. Always maintain good balance between your work and personal life.
6. Even if things aren't as good as expected, think positive and always look on the brighter side.

Chapter 2:

Get Motivated To Get Organized

Synopsis

You have finally decided to organize things so that your daily life will run smoothly. Good thing, you were able to arrange your stuffs neatly on their proper places and it was definitely heaven. However, few days later you've seen a familiar change to your supposed to be organized stuffs. It slowly went back to its messy shape and it made you really frustrated.



Rid The Clutter

Clearly, being organized and staying organized are two different things. If you want to keep things as organized as desired, you have to develop an attitude of being controlled and determined to remain organized. To do that, you may use the following guidelines:

1. List your task
.
2. Allocate time appropriately and make sure it is achievable.
3. Execute one step at a time.
4. Make use of helpful time manager tool to help you do your personal or professional responsibilities efficiently
.
5. One of the most effective ways to remain motivated to get organized all the time is to choose someone (preferably the one closest to you) to remind you of your goals and your prearranged plans. He or she will be your accountability checker.
6. Smartphones are tiny little angels. You can sync your to do list from your personal computer to your mobile phone. This will help you keep on track next to your accountability checker.
7. Keep things segregated. You may want to try color coding.

8. Do not keep unnecessary things. Use your trash can, it is not a sin to throw your waste. The more you keep less stuff, the more organize you become.



Chapter 3:

Get Motivated To Not Procrastinate

Synopsis

Procrastination is the strongest enemy of people that strives to be productive. It affects the harmony of schedule because it delays the things that are supposed to be done in certain timing. While everyone is aware of this, not everyone is able to avoid procrastination. Postponing something regardless of its level of importance can waste your precious time, therefore we have to learn and master the art of avoiding procrastination.



Don't Be Lazy

There are a lot of disadvantages if you delay things to happen when you are supposed to be doing it. It can prevent you from achieving your goals which will eventually make you feel frustrated, uninterested and uncomfortable. Procrastination implies laziness. When you develop it into a habit, expect that things and tasks will accumulate which will result to not beating the deadline. If you will let this to happen, you are preventing a good progress in your life.

There are things that can help you stay motivated to not procrastinate. Below are some of the useful tips that will serve as your basic guidelines in avoiding procrastination.

1. One reason why we delay things is we don't know how exactly we do it. List your tasks and break it into small detailed steps.
2. Consistently follow a clear plan.
3. Once you felt that you are starting to get comfortable and started procrastinating, immediately change your location. Find a place where you are more energetic and motivated to work.
4. Get rid of anything that can cause you to stop from what you are doing. One example is to turn off automatic notifications.
5. Go around with people that inspire you to really take action.

6. Make your goals known to many. By doing that, you are allowing many people to remind you of your goals and how important are your goals to you.

7. Try the buddy system. Discuss your goals to someone whom you have high trust and respect. Ask him or her to be your buddy in achieving your goals and vice versa.

8. Find someone who have made it to the top and learn from them.

9. Do not try to make simple things complicated.

10. Just do it. Period.



Chapter 4:

Get Motivated To Make And Keep A Schedule

Synopsis

It is common to us to make a plan to stay guided and to avoid missing a single task. We understand the importance of planning and proper scheduling which is why we are applying it in our daily lives. But why is it that we find it hard to keep our schedules when we are aware of the consequences if we will not go on with our planned activities.



How To Keep That Schedule

If you noticed that at the end of the day despite your effort of achieving your goals, you failed to do so and your tasks piled up again. If this is happening, definitely there must be some task that you miss doing because you have overexerted an effort to one task and ignore others. To fix this problem, you need to review your daily schedule and do some immediate and necessary change to keep your scheduled activities done at the end of the day.

There are many ways to make and keep your schedules. Take the below suggestions as your guide to time management and action plan.

1. Make a realistic plan. Schedules are made to achieve, there is no point in over planning it.
2. When you set your schedules, make sure to allocate allowances as your preparation time before you switch from one task to another. This way you are making your to-do- list as accurate as possible.
3. Interruptions are inevitable. Therefore, you need to allocate a buffer time for you to be able to cover whatever pending task you have for a day. Set at least an hour as your buffer time.

4. Review your schedules and compare it with real time record. There are instances no matter how accurate you tried to set up your schedules, there will be tasks that requires more time than allocated and there are also those that need less than what is allocated. Modify your schedule accordingly.

5. Everyone deserves a break. Always allocate time to rest when your body and mind is tired. That way you can do your tasks effectively when your body is fully rested.



Chapter 5:

Get Motivated To Set The Best Goals

Synopsis

As said, life is a journey. The only way to know where you are heading and how you will get there is to set practical goals. The same principle applies when you are taking a vacation in a foreign land. Since everything in that place is not familiar to you, you will do significant effort in studying the place that you wanted to visit and get all the necessary details. Once you have all the information you need, you go ahead and create your itinerary



Set Goals To Benefit From

If people are normally enthusiastic to build their vacation itinerary, why is it that there are people who are not that motivated to set the best goals for their lives? The answer for this could be one thing; they don't know how they will create a good plan that will serve as a blueprint for their success.

You are lucky that you get the chance to read this article because at the end of your reading, you will be able to take one step higher to reach your goals.

Here are few steps that can help you set the best goals for your life.

1. The first and the most important thing that you should do is to identify and decide on what you really want in life.
2. Clarify your motives why you are doing the things that you are doing.
3. Put your goals into writing and affirm that you can achieve it.
4. It doesn't matter if your goal is big or small, always breakdown a task in smaller details so that you can keep working on it.
5. You cannot have one general goal. Therefore, you should set specific goals for all the relevant aspects of your life.

6. Always use positive statements when declaring your goals. It will help radiate positive energy from the inside to outside.
7. Never underestimate yourself when you set your goals. Believe that you can do it no matter how difficult it could get. Know that you are more than capable.
8. Delaying things to happen will not do you any good. So stop procrastinating!
9. Motivate yourself to adjust on difficult situations instead of staying away from it. Life challenges are inevitable anyway, so there is no point in trying too hard to avoid it.
10. Make an honest review of your progress and act accordingly to continue achieving your go.



Chapter 6:

. Get Motivated To Prioritize

Synopsis

Being able to know how to prioritize things properly is a skill that can help you attain your goals smoothly and effectively. This is very true and useful for adults who are living independently and especially those who have families. These people are likely to face many different challenges that will test their capacity to prioritize things in order to not miss a single important task.



Get Things In Order

In our daily lives we will experience minor to major concerns, some of which are bills to pay, important errands, professional and personal assignments and many more. With all these things you need to accomplish in a day, you will really go crazy if you don't know how to manage your time properly and set your priorities.

There are ways to stay motivated in controlling your time and prioritize your task according to its importance. The first thing that you can do is to take time to list down all the existing tasks that you are working on. You must identify which one is more urgent if all that is listed is equally important. Once you have determined the most urgent, put it on top of your priority list and move on to your listing the way you were be able to come up with the first one.

After you are done with your list, focus is the next best thing to apply. It is very critical to stay focus on the task that you are scheduled to complete in order for you to stay on track with your timeline. That way you can make sure that there is no single task that you will miss and at the same time you know that you are focusing all your attention and abilities to complete the task successfully.

Also, when you will be more motivated to work if it is clear to you what you are working and how important it is to you. When you prioritize things, you are making a clear framework of what you want to achieve. By doing that, you will become more effective as your action is targeted on achieving an exact goal on its exact time.



Chapter 7:

Mind Tools For Motivation

Synopsis

Normally we find it hard to motivate ourselves when we are down, depressed and in deep trouble. But would you agree with me if I say that it is actually in these situations that you should stay motivated no matter how heavy and difficult the situation is?



Remain Optimistic

I understand that is very difficult to stay positive and motivated when you find no reason to be inspired. To get motivated you need to reprogram and flex your mind. How are you supposed to do that? Let me share some mind exercises that will help you stay positive even in difficult situation. Familiarizing your mind to liking difficult challenges can help you get through bad times more quickly.

Manage to leave the pain behind you. The reason why you cannot move on and stay motivated in achieving something more valuable is that you are feeling the pain longer than you should be. Stop the overextended drama and focus on more positive emotions such as the feeling of your previous victories.

Moreover, always train your mind to take more responsibilities and be accustomed to different habits of success. It is by constantly doing the habits of success that you will be able to master it.

Make use of your mind capacity to develop a good outlook. Having bigger and clearer perspective of what you want to achieve in your life, you will be able to take appropriate steps in achieving your goals one careful step at a time.

Last but not the least, train your mind to focus on achieving real goals rather than constantly daydreaming. A dream will remain just a dream when not conveyed to reality.

Chapter 8:

PC Tools For Motivation

Synopsis

In my previous articles, I discuss how we are going to manage our time effectively. A lot of tips were given and all of which are equally useful. While you are well educated about the basics and the importance of time management, it is very important that we stay motivated emotionally and strong physically to do what it takes to reach our goals.



Some Things To Help

There are many ways to keep ourselves inspired to act on our individual set goals. One of the most effective ways to stay driven is to equip our personal computer with useful tools that can help us fuel our desire for success.

Here are some list of PC Tools that you can use to help you keep track with your tasks and schedules:

1. RescueTime – it is a web based software that lets you manage your time effectively as it will show you a comprehensive analysis of your time spending.
2. NowDoThis – this software will help you make an achievable to-do-list. It will also help you identify the most important task the fastest way.
3. Checkvist – It is a list manager software that will let you organize your task in hierarchy with cool keyboard shortcuts that enables you to edit schedules in a flash.
4. Toggl – This software works seamlessly in tracking and analyzing your time spending while you are working on your other projects.

5. Mind42 – It is a mindmap software that will let you organize and view your tasks with details like how and when you are supposed to do a certain task.



Chapter 9:

When you Feel Like Giving Up

Synopsis

In life there are times when we feel that we are not doing things right. And despite our intensified effort, still everything seems to be so vague, cluttered and depressed. As a normal response to this dire situation many people tend to fall deeper into the pit of breakdown and failure.



Never Give Up!

Failure however is necessary for us to learn the greatest lesson in life. Therefore, our response to failure is critical if we really want to achieve success. True that it is difficult to survive tough times but when you do, you become more able to endure challenges that will come along the way.

When you feel like giving up, don't succumb into thoughtless decisions. Instead, gather your senses and plan out an action plan to get out from the situation as immediate as possible. Here are some guidelines in recovering from failure and to avoid losing hope.

1. Be strong enough and admit that you committed mistakes and you failed.
2. Never blame other people of your troubles and stop making excuses because it will not do you any good.
3. Understand that every one of us failed few times in our lives and most of us survived. Therefore, failure is never fatal.
4. Don't play victim. It is just a useless act that produces nothing but bitterness.
5. Recommence your commitment to follow your dreams and goals in life. Do not let anyone steal your dreams and distract you

from doing your best to succeed. It is your dreams hence, you have all the right and power to keep it no matter what happen so that when the right time comes, you will be able to reap the fruit of your labor.



Chapter 10:

The Benefits Of Motivation For Time Management

Synopsis

We are well aware that time management skill is relatively important in achieving our goals in life. It allows us to set our priorities and work on it in hierarchy. Being able to master time management lets you see things in a bigger picture. As things are about to happen, you will know what to do because you are prepared to do it as prearranged on your schedule.



The Benefits

No matter how good you are in planning, it will not guarantee you success. This is because a plan is only a guide for you to achieve your goals. Your intention, motivation and action are the added factors that will help you achieve your goals. That is why you really have to be determined to achieve your goals and finish what you have started.

Below are some of the most notable benefits of motivation on time management:

1. Staying motivated at all times will make life easier and enjoyable.
2. It radiates and attracts positive energy which will help you keep on moving on with your plans.
3. When you are self-motivated, it will manifest in your words and people will be able to appreciate the power of your words.
4. Being inspired in attaining your goals will help you get things done effectively and quickly.

How will you stay motivated?

1. Identify what you really love to do
2. Once you recognize your passion, focus deeper on it and strive to learn more.
3. Whenever you came across bad situations, always look at the brighter side.
4. If you feel weak and demotivated, it is not bad to get some strength from trusted people. That way it would be easy for you to share your challenges and unburden yourself from useless loads.
5. Always keep a positive and upbeat energy.



Wrapping Up

Staying motivated to manage your time is not an impossible feat. All you have to do is try, if you do not succeed at first then try again. After all, practice makes perfect. Time is very important and time is money so being able to properly manage our time is crucial. Take into mind some of the suggestions you received from this book the next time you are having difficulty staying motivated to manage your time. You will be amazed at how simple it really can be!

