MASTERING
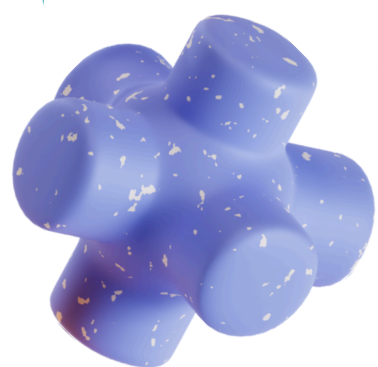
TIME MANAGEMENT

TIPS FOR INCREASED PRODUCTIVITY

1. Set Goals & Prioritize Tasks

Setting clear goals and prioritizing tasks is essential for effective time management. Make a to-do list every day, and prioritize your tasks based on their importance and urgency.

2. Use a Calendar or Planner

Using a calendar or planner can help you keep track of your tasks and deadlines. Block out specific times for tasks and meetings, and make sure you stick to your schedule. This will help you stay organized and ensure that you are using your time effectively

3. Minimize Distractions

Distractions can be a major time waster, so it's essential to minimize them as much as possible. Turn off your phone or put it on silent mode, and let your colleagues know when you need some uninterrupted time to focus.

4. Take Breaks

Taking regular breaks can increase your productivity by allowing your mind to rest and recharge. Try the Pomodoro Technique, where you work for 25 minutes and take a 5-minute break, or find a schedule that works best for you.

5. Delegate Tasks

Delegating tasks to others can help you free up time for more critical tasks. Identify tasks that can be delegated to colleagues or outsourced to freelancers or contractors, and make sure to communicate your expectations clearly.
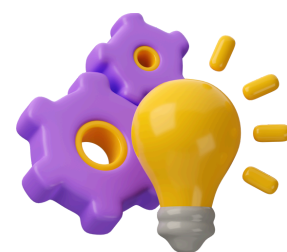
5. Say no to Unnecessary Tasks

Learning to say no to unnecessary tasks can help you prioritize your time and focus on what's important. Be honest with yourself about what you can realistically accomplish, and don't be afraid to say no to tasks that don't align with your goals or priorities.

6. Learn to be Flexible

Sometimes unexpected tasks or events come up, and it's important to be flexible and adapt to changing circumstances. Be prepared to adjust your schedule and priorities as needed, and don't let unexpected events derail your progress.