NETPRENEUR'S TIME MANAGEMENT



The Simple Step-By-Step Plan For Entrepreneurs To Get More Done In Less Time

The Importance of Time Management

Everyone has the same 24 hours in a day

Effects your entire life
Increases productivity

Many benefits of time management

Become more organized
Realize your goals and objectives quicker
Get more done

How ineffective time management can hurt your business

Missed deadlines
Poor quality of work
Excessive stress
Inefficient workflow

===

Applying the Pareto Principle to Your Business

Better known as the 80/20 rule

A minority of effort results in a majority of results
- An inherent imbalance
- Causes and effects
- Inputs and outputs
- Efforts and rewards

The importance of the Pareto Principle

Applying the Pareto Principle to Business

20 percent of activities provide 80 percent of the results

Delegate the 80 percent of tasks that are responsible for just 20 percent of your results

Forces you to work on the most critical tasks first

Increases productivity

===

Understanding Parkinson's Law and How to Use it To Your Advantage

The more time we dedicated to finishing a task, the longer it will take to complete
Several ways to apply Parkinson's Law to business
Make time limits crucial

Treat these time limits like all your other deadlines

Determines how accurate your time estimates to complete tasks

Crush the cockroaches of productivity

- Identify time fillers
- Checking email
- Social media
- News feeds

Don't work on these time fillers until all your tasks are complete

Implement the Pomodoro Method

- Work in short bursts with breaks in between

Work for 25 minutes
Take a five-minute break
Start a new session of 25 minutes

After 4, 25-minute work sessions, take a 15-30-minute break
Accomplish more throughout the day
Use with a series of tasks or larger task

===

Prioritize Projects and Tasks Using the Eisenhower Matrix
Also known as the Time Management Matrix

Helps you prioritize tasks

Has four quadrants
Quadrant of necessities
Tasks that are both important and urgent
Tasks that you have to deal with immediately
Project deadlines
Emergencies

Quadrant of Quality

Tasks that are important but not urgent
Tasks that will help you reach your goals
Planning your days
Evaluating your performance

Quadrant of Deception
These are tasks that are urgent but not important
Answering non-important calls
Replying to non-work messages

Quadrant of Waste

- Tasks that are neither important or urgent
- Watching television
- Social networking

===

Why Having a Routine Can Help you Manage Your Time Better

Creates a pattern for yourself with the time that you have turn Any repetitive activity or one that you do often Create a chart

Achieve more time when you have a plan
Avoid social media distractions
Create a routine that eliminates the pull of social media

Stay focused
Develop a routine and stick to it
Helps you develop a focused mindset
Reorganize around time

Plan for distractions and interruptions
Many benefits to developing a routine
Experience greater achievements

Gain more free time
Increase productivity
Stop procrastination
Become more disciplined

===

Improve Your Time Management by Learning to Delegate and Outsource

The art of delegation

Tasks that you’re not skilled at
Tasks that aren’t crucial for reaching your goals

Administrative
Accounting
IT

Outsourcing Tasks for Better Time Management
Hire professionals to complete work
Tasks you don’t know how to do
Tasks you don’t have time to do

Types of tasks you can outsource
Data entry
Editing
Accounting tasks
Budget management
Website management
Internet marketing
Email management
Order processing
Customer service

===

How Building Good Habits Can Improve Your Time Management

Avoid burnout and reduce health issues
Focus on your physical health
Exercise regularly
Eat a healthy diet

Focus on your mental health
Practice meditation
Reduces heart rate
Lowers blood pressure

Lowers cortisol levels
Clears your mind
Helps you focus
Strike a better work/life balance

===

Tools and Apps to Help You Increase Your Productivity and Manage Your Time

Google Calendar

Rescue Time

Toggl

Evernote

Mind42

SyncBackFree

1Password