NETPRENEUR'S TIME MANAGEMENT



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

Time Management Apps

Rescue Time – an app that will send you weekly reports to indicate the tasks that are stealing your time. https://www.rescuetime.com/

Toggl – a great alternative to time sheets, Toggl lets you track how much time you spend on different projects. Effective time management and productivity begins with being clear on how much time you actually spend on your projects and tasks and then analyzing and working out how you can manage them more effectively. https://www.toggl.com/

MyLifeOrganized – if you find it challenging to manage your tasks, to organize your goals, and work with your to-do lists, this task management system helps you target what you need to be focusing on to reach your objectives.
https://www.mylifeorganized.net/

Focus@Will – an app that combines neuroscience and music to boost your attention span and productivity. Using the apps makes it possible to increase your attention span by of to 400 percent making it idea for people who find it difficult to focus on your tasks.
https://www.focusatwill.com/app/

Articles on Time Management

Achieve More with Less Using the 80/20 Principle – an in-depth article on how you can utilize the 80/20 principle to achieve more while working less.
https://personalexcellence.co/blog/80-20/

10 Proven Time Management Skills You Should Learn Today – brought to you by the experts at Lifehack, a comprehensive list of the best time management skills that Netpreneurs should learn in order to do more in less time.
https://www.lifehack.org/articles/productivity/10-proven-time-management-skills-you-should-learn-today.html

Productivity Boost: How to Start Your Day at 5:00 AM – an article that provides you with simple techniques that you can do to start your day earlier and boost your productivity.
https://www.lifehack.org/articles/featured/productivity-boost-how-to-start-your-day-at-500-am.html

31 Things Successful People Do to Increase Their Productivity at Work – a helpful article that shows you 31 things that the most successful people do to improve their productivity at work.
https://www.snacknation.com/blog/increase-productivity-at-work/

How to Boost Productivity Using the Pomodoro Technique – a detailed article on the Pomodoro Technique and how you can use it to improve your productivity. https://slidemodel.com/how-to-boost-productivity-using-the-pomodoro-technique/

Best Books on Productivity

Getting Things Done: The Art of Stress-Free Productivity by David Allen. The main idea behind the book is that the more tasks, projects, and commitments you get out of your head and into an external system, the more mental clarity that you'll have throughout the day and the more productive you'll become.
https://www.amazon.com/dp/0143126563/?tag=aloproductivity-20

The Power of Habit by Charles Duhigg. A look into how habits work, and how you can form new ones as well as changing the ones that you already have.
https://www.amazon.com/dp/081298160X/?tag=aloproductivity-20

The Power of Full Engagement by Jim Loehr and Tony Schwartz. A powerful book which teaches how you can manage your energy intelligently so that you can become more productive.
https://www.amazon.com/dp/0743226755/?tag=aloproductivity-20

Getting Results the Agile Way by J.D. Meier. The author presents a system that is designed around producing results rather than focusing on activities themselves.
https://www.amazon.com/dp/B005X0MFD2?tag=s7621-20

The One Thing by Gary Keller. The premise of this book is that we work on too many things at once and that we could get significantly more done, with less effort, if we stop multitasking and focus on just one thing. https://www.amazon.com/dp/B00C1BHQXK?tag=s7621-20

Videos on Productivity

How to Manage Your Time Better – the people behind Wellcast provide tips and techniques to better manage your time.
https://www.youtube.com/watch?v=VUk6LXRZMMk

How to Save the World (or At Least Yourself) From Bad Meetings – a Ted Talk by David Grady that highlights the downside of mindless meeting invitations and how a well-planned and agenda-based meeting can provide positive and actionable results.
https://www.ted.com/talks/david_grady_how_to_save_the_world_or_at_least_yourself_from_bad_meetings?language=en

Forget Multitasking, Try Mono-Tasking – Paolo Cardini, a well-known product designer, talks about the problem of multi-tasking and how it can leave us feeling overwhelmed and nothing else.
https://www.ted.com/talks/paolo_cardini_forget_multitasking_try_monotasking

How to Write a To-Do List and Know Where Your Time Goes – a part of the Ted Talk educational series, the short video shows you how you can write an achievable to-do list and provides you with the secret for sustaining it.
https://ed.ted.com/on/7iFzKKiq#review

The Power of Time Off – Stefan Sagmeister talks about how taking time off can end up being the best decision you can make in terms of increasing your productivity.
https://www.ted.com/talks/stefan_sagmeister_the_power_of_time_off

Podcasts on Time Management

The Tim Ferriss Show – known for his bestselling book *The 4-Hour Workweek*, Ferriss invites and interviews someone from a niche industry and talks about their secret to success.
https://tim.blog/podcast/

The Accidental Creative – learn to develop everyday skills that can help you stay creative, productive, and healthy.
https://accidentalcreative.com/

Back to Work – this podcast is specifically geared toward helping your improve work habits by breaking down the most common topics in the workplace.
http://5by5.tv/b2w

Productivityist – Host Mike Vardy's goal is to help listeners define their day, funnel their focus, and make every moment matter by providing helpful, actionable tips and useful tools.
https://productivityist.com/

Beyond the To-Do List – Host Erik Fisher uses each episode to teach you how to get more done and explores the main purpose of productivity, living a meaningful life between personal and work life. Fisher interviews thought leaders and Netpreneurs to extract the most important lessons of motivation, time-management, and organization.
https://beyondthetodolist.com/

Time Management Resources

Productivity Mastery - Time Management for Entrepreneurs – learn how to create a better agenda, get things done, and achieve your goals with proven strategies.
https://www.udemy.com/productivity-mastery-time-management-for-entrepreneurs/

Effective Time Management – Get 10X More Done in Less Time – a comprehensive course on how Netpreneurs and small business owners can get 10X more done in half the time.
https://www.udemy.com/effective-time-management/