

# 17 Effective Time Management Tips

- Have A Positive Approach
- Set Goals
- Be Organized
- Schedule Everything!
- Prioritize Your Tasks
- Focus on The Task at Hand
- Delegate to the Experts
- Perform a Time Audit
- Analyze the Processes More Closely
- Face Difficult Tasks at Your Peak
- Reconnect with Your "Why"
- Make Better Initial Decisions
- Get an Early Start
- Reduce Distractions
- Eliminate the Non-Essential
- Take Time to Pause and Think
- It's All About Mind Management



# How To Guide For Time Management

**Tao Wei**



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