

ADVERTISING

PRODUCTIVITY

□ Last Updated on October 30, 2018

# 10 Practical Ways to Drastically Improve Your Time Management Skills

**Rinkesh Kukreja**

The founder of Conserve Energy Future, trying to educate people how to save energy and sharing entrepreneurship and management tips [Read full profile](#)

□ Share	□ Pin it	□ Tweet	□ Share	□ Email
---------	----------	---------	---------	---------

Do you often feel stressed out with too much of workload? As time passes by, do you feel like you have more tasks on hand than you have time to do them or you could have effectively use your time to complete all the given tasks?

The trick is to organize your tasks and use your time effectively to get more things done each day. This can help you to lower stress level and do better at workplace.

Time management is a skill that takes time to develop and is different for each person. You just need to find what works best for you.

Here are 10 ways that you can use to improve time management skills and increase productivity:

## 1. Delegate tasks

It is common for all of us to take more tasks than our desired potential. This can often result in stress and burnout.

Delegation is not running away from your responsibilities but is an important function of management. Learn the art of delegating work to your subordinates as per their skills and abilities and get more achieved:

### The Careful Art of Delegation

## 2. Prioritize work

Before the start of the day, make a list of tasks that need your immediate attention. Unimportant tasks can consume much of your precious time. Some urgent tasks need to be completed on that day only while other unimportant tasks could be carried forward to next day.

In short, prioritize your important tasks to focus on those that are more important.

Here's an effective technique to help you:

**Prioritize Right in 10 Minutes and Work 10X Faster.**

## 3. Schedule tasks

Carry a planner or notebook with you and list all the tasks that come to your mind.

Make a simple 'To Do' list before the start of the day, prioritize the tasks and [focus on the essentials](#). Make sure that these tasks are attainable too.

To better manage your time management skills, you may think of making 3 lists: work, home and personal.

ADVERTISING

ADVERTISING

READ NEXT

[How to Get Motivated and Be Happy Every Day When You Wake Up](#)

[Have You Fallen Into the 'Busy' Trap? Here's Your Way Out](#)

[Easily Distracted? Here's Your Solution](#)

ADVERTISING

ADVERTISING

MORE BY THIS AUTHOR

**Rinkesh Kukreja**

The founder of Conserve Energy Future, trying to educate people how to save energy and sharing entrepreneurship and management tips

[10 Practical Ways to Drastically Improve Your Time Management Skills](#)

[7 Ways to Effectively Negotiate for a Lower Rent](#)

[How To Bond With Your Kids During Holidays](#)

ADVERTISING

TRENDING IN PRODUCTIVITY

- 1 [How to Eliminate Work Stress When You're Stressed to the Max](#)
- 2 [How Not to Feel Overwhelmed at Work and Take Control of Your Day](#)
- 3 [How to Increase Your Self Awareness to Be Much More Successful](#)
- 4 [15 Ways You Are Wasting Time During the Day \(And How to Stop\)](#)
- 5 [How to Set Goals and Achieve Them Successfully](#)

## 4. Set up deadlines

When you have a task at hand, set a realistic deadline and stick to it.

Try to set a deadline few days before the task so that you can complete all those tasks that may get in the way. Challenge yourself and meet the deadline; reward yourself for meeting a difficult challenge.

To make setting and meeting deadlines work for you, learn these:

[22 Tips for Effective Deadlines](#)

## 5. Avoid procrastination

Procrastination is one of the things that badly affect productivity. It can result in wasting essential time and energy. It could be a major problem in both your career and your personal life.

Avoid procrastination at all cost, learn from this step-by-step guide:

[What Is Procrastination \(And the Complete Guide to Stop Procrastinating\)](#)

## 6. Avoid stress

Stress often occurs when we accept more work than our ability. The result is that our body starts feeling tired which can affect our productivity.

Besides delegating tasks to your juniors to help reduce your burden, try these:

[5 Ways To Turn Stress Into Productivity.](#)

## 7. Avoid multitasking

Most of us feel that multitasking is an efficient way of getting things done but the truth is that we do better when we focus and concentrate on one thing. [Multitasking hampers productivity](#) and should be avoided to improve time management techniques.

Make use of to-do lists and deadlines to help you stay focus! This way you can do better at what you're doing.

If you find yourself easily distracted and hard to focus. [Try doing this!](#)

## 8. Start early

Most of the successful men and women have one thing in common — they start their day early as it gives them time to sit, think and plan their day. Here's the reason [why productive people always wake up early.](#)

When you get up early, you are more calm, creative and clear-headed. As the day progresses, your energy levels starts going down which affects your productivity and you may not perform as well.

To stop dragging from bed and start waking up energetically, it's actually easier than you thought, take a look at this guide:

[How to Get Motivated and Be Happy Every Day When You Wake Up](#)

## 9. Take regular breaks

Whenever you find yourself for 10-15 minutes, take a break. Too much stress can take a toll on your body and affect your productivity.

Even better, [schedule your break times.](#) It helps you to relax and gets back to work with energy again later.

Take a walk, listen to some music or do some quick stretches. The best idea is to take off from work and spend time with your friends and family.

## 10. Learn to say no

Politely refuse to accept additional tasks if you think that you're already overloaded with work. Take a look at your 'To Do' list before agreeing to take on extra work.

If you have problems saying no, these tips will be useful for you:

### 11 Ready Tips to Say No To Others

## The bottom line

Now that you've learned all these practical time management tips, start from listing out everything you need to do, prioritize them and decide what can delegate to others. Then schedule the tasks with deadlines set and schedule your break times too.

When you get clear about what's on your plate, you'll not get distracted by others and you'll get more done in less time!

Good time management requires daily practice of prioritizing tasks and organizing them in a way that can save time while achieving more.

Use the above strategies for few weeks and see if they can help you!

## Editors' Picks on Time Management

- [The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change](#) by Stephen R. Covey
- [Getting Things Done: The Art of Stress-free Productivity](#) by David Allen
- [Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time](#) by Brian Tracy
- [Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind](#) by 99U

Featured photo credit: [Pexels via pexels.com](#)

<a href="#">Share</a>	<a href="#">Pin it</a>	<a href="#">Tweet</a>	<a href="#">Share</a>	<a href="#">Email</a>
-----------------------	------------------------	-----------------------	-----------------------	-----------------------

READ NEXT

[How to Prioritize Right in 10 Minutes and Work 10X Faster](#)

[8 Time Management Strategies for Busy People](#)

[Why Leadership and Management Are Two Sides of a Coin](#)

[What Is Procrastination \(And the Complete Guide to Stop Procrastinating\)](#)

ADVERTISING

PRODUCTIVITY	LIFESTYLE	HEALTH	SMARTCUT
--------------	-----------	--------	----------

□ Last Updated on February 4, 2019

## How to Eliminate Work Stress When You're Stressed to the Max

[Leon Ho](#)  
Founder & CEO of Lifehack [Read full profile](#)

ADVERTISING

ADVERTISING

READ NEXT

[Should I Quit My Job If It Makes Me Unhappy but Pays Well?](#)

[How to Get Motivated and Be Happy Every Day When You Wake Up](#)

□ Share □ Pin it □ Tweet □ Share □ Email

Workplace stress is a modern epidemic. More than one-third of American workers experience chronic work stress. This is estimated to cost American businesses up to \$300 billion a year in lost work hours and medical bills.<sup>[1]</sup>

Clearly, if you're suffering from work stress – you're far from alone. But, work stress isn't inevitable.

In this article, I'm going to suggest the most suitable ways to cope with job stress so you can become a happy and productive worker again.

TABLE OF CONTENTS

1. [Where Work Stress Comes From](#)
2. [The Negative Effects of Stress on Your Mind and Body](#)
3. [How to Cope with Work Stress \(A Step-By-Step Guide\)](#)
4. [Final Thoughts](#)
5. [More Resources About Work Stress](#)

## Where Work Stress Comes From

Certain factors tend to go hand-in-hand with work-related stress. The causes of stress include:

- **Too much work** – you feel overwhelmed by your work and find yourself saying: "There are not enough hours in the day!"
- **The job is too easy, not challenging or inspiring** – this is where boredom (which is stressful) sets in.
- **Pressure from co-workers or lack of social support** – colleagues are not helpful or only care about their own tasks.
- **Little praise and lots of criticism** – this is where a lousy manager uses constant criticism to 'try' to motivate you.
- **Very demanding or competitive working culture** – sales departments often fit this category.
- **Not having enough control over job-related decisions** – this is when people try to micro-manage you.
- **High expectations on yourself or seeking perfection** – while it's good to do your best, being a perfectionist can be a powerful stress generator.
- **Low salary** – if you work hard but receive slim financial rewards, you may start to feel downhearted, frustrated and stressed.

## The Negative Effects of Stress on Your Mind and Body

Chronic stress is bad news for your mental health and physical health. These are some health symptoms of stress:<sup>[2]</sup>

If stress hormones are triggered in your body for extended periods, they can lead to increased physical aging. This is because stress makes your cells look and act older – and this is reflected in your physical appearance.<sup>[3]</sup>

In addition to the negative effects on your body, stress also has a significant influence on your brain – negatively impacting your daily performance.

I recommend you watch the 4-minute video below to see just how stress can wreak havoc on your brain and your performance:



### Why You Can (And You Should) Quit Your Job Because of Stress

ADVERTISING

ADVERTISING

#### MORE BY THIS AUTHOR

**Leon Ho**  
Founder & CEO of Lifehack

[How to Eliminate Work Stress When You're Stressed to the Max](#)

[24 Best Habit Tracking Apps \(2019 Updated\)](#)

[40 Top Productivity Apps for iPhone \(2019 Updated\)](#)

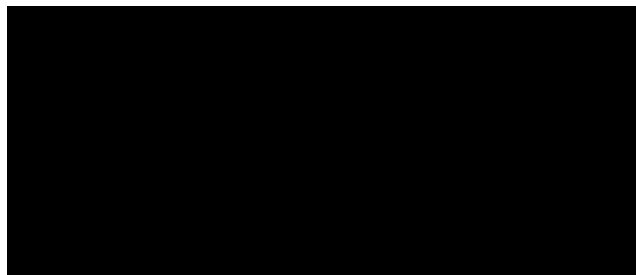
[How to Focus on Work Better and Boost Productivity](#)

[Why Do I Have Bad Luck? 2 Simple Things to Change Your Destiny](#)

ADVERTISING

#### TRENDING IN PRODUCTIVITY

[1 How to Eliminate Work Stress When You're Stressed to the Max](#) [2 How Not to Feel Overwhelmed at Work and Take Control of Your Day](#) [3 How to Increase Your Self Awareness to Be Much More Successful](#) [4 15 Ways You Are Wasting Time During the Day \(And How to Stop\)](#) [5 How to Set Goals and Achieve Them Successfully](#)



## How to Cope with Work Stress (A Step-By-Step Guide)

You don't need to be a victim of work stress. Here's how to manage stress in the workplace:

### 1. Set aside some time for planning

If work has become too much for you, and you're constantly falling behind... stop! Instead of trying and failing to catch up, you'd be much better off spending some time thinking about your goals and how you prioritize your tasks.

Learn how to set clear goals with [this step-by-step guide](#).

For instance, if your initial goal is just to get on top of your work (probably for the first time in months), then take 10 minutes to think clearly and deeply about how you can achieve this. Most likely, you'll be able to come up with tasks that you need to complete to reach your goal. And once your goal and tasks are clear in your mind, you'll be ready for the second step.

### 2. Align your tasks with your goal

Just knowing your goal and associated tasks is not enough. Many people reach this stage but still fall behind with their work and fail to achieve their goals.

The secret is to understand which of your tasks should be high priority and which ones can be done when you have spare time.

For example, checking your inbox every 20 minutes may seem to be a productive task for you, but in reality it acts as a constant distraction and productivity killer. Instead, you'd be better off setting aside 30 minutes in the morning to check your emails and 30 minutes in the afternoon to do the same.

By doing this, you'll free up the bulk of your day for tasks that can help you reach your goal. These tasks are likely to be things like: writing a business proposal, creating a PowerPoint presentation, and finishing an important project.

[These tips on how to prioritize](#) will help you align your tasks with your goals and work 10X more efficiently.

### 3. Remove, change or accept the stressors

How to tackle specific work stressors? I recommend the following method that *WellCast* introduced:<sup>[4]</sup>

Take a piece of paper and divide it into three columns. At the top, write **remove** in the first column, **change** in the second and **accept** in the third.

Next, think of the stressors that are getting to you the most. Perhaps it's your paycheck; it might be way smaller than you'd like or feel that you deserve. Don't worry, this is your chance to break free from the stress surrounding your low pay.

Think for a few moments, which would you prefer:

- To remove yourself from the company
- To try to change your salary by asking for a pay rise

- To accept that your salary is okay for you

You may be surprised at what thoughts come into your mind. Don't reject them, but allow yourself time to be clear on how you'd like to proceed.

If the status quo feels good to you, then write "paycheck" in the accept column. If you decide you want to increase your salary but stay in the same company, write "paycheck" in the change column. And finally, if you decide the time is right to seek a new opportunity at a different organization, then write "paycheck" in the remove column.

By being decisive in this way, you'll immediately feel freer and in control of your destiny. And your stress levels will begin to trend downwards. All that remains is to set yourself a clear goal of what you want to achieve and how you're going to do this. (Luckily, steps #1 and #2 above will help you out!)

Of course, if you have multiple work stressors, then use your remove, change or accept sheet to work through all of them. It will be time VERY well spent.

#### **4. Create positive relationships at work**

One key to improving your ability to manage stress is being able to accept help from others. Not only does it alleviate negative circumstances by simply distracting you and creating a buffer between daily tasks and their negative connection, it will provide a sense of support and relief.

Make an effort to create friendships with your colleagues. Go to the after-work happy hour or just ask a colleague out for coffee at lunchtime. Not only will you have someone to confide in, but you will start to associate positive feelings to work.

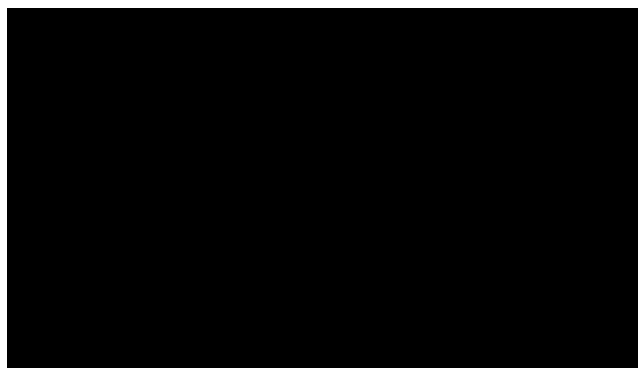
Forming a healthy relationship with your manager or supervisor is also a good way to alleviate stress. Positive, two-way conversations about where you stand in your job, being honest about how you feel, and working together to make a plan of action in terms of improved work conditions and expectations are paramount. This will lead to opening up and receiving the necessary resources you need to support or help you.

#### **5. Take time out for yourself**

Anyone can get overwhelmed when stress occurs at work, and this can spill into other areas of your life. This is why it's important to clock out mentally from your job from time to time.

Take time off to relax and unwind in order to regain your energy and come back to work invigorated. Make sure you actually do something you enjoy like spending time with your kids or partner, or visit that country you've always wanted to explore.

If taking time off work isn't possible in the midst of your stress, take scheduled breaks throughout your day. Sit quietly somewhere or do some stretches to get your blood flowing like in the example below:



#### **6. Take mindful action towards your health**

The irony of stress is that your healthy habits can take a backseat. Maintaining and even

improving your health will keep your stress under control. Here are some ways to keep you physically fit:

- **Eat healthy foods.** Make sure your diet is full of foods that provide your body with sufficient nutrients. Eat more fruits and green vegetables, [whole foods](#), [omega-3 rich fish](#), and seeds such as flax, chia and hemp. These types of food ensure your body is working optimally to cope with its stress mechanisms.
- **Avoid unhealthy foods.** This is obvious, but it's these kinds of food you reach for in times of stress and negativity. High fat foods such as cheese and red meat cause sluggishness and tiredness. [Foods high in refined sugars](#) like biscuits, chocolate bars, and bread can be convenient snacks, but they cause you to crash and burn. Same with [caffeinated drinks](#) such as coffee and sodas – these are just 'band aid' habits that interfere with your ability to sleep.
- **Exercise regularly.** Endorphins are the best for counteracting stress, and what better way to release them than doing physical exercise. Exercise creates a distraction and helps you get your thoughts back together in an orderly way. [Start a new exercise regime](#) – whether it's running, swimming, cycling or walking to work. Getting your blood and endorphins flowing will make you feel happier.
- **Get enough sleep.** Make getting 8 hours sleep a priority. When we're stressed it can sometimes feel hard to get to sleep but sleep deprivation only exaggerates our current stress. [A well-rested mind is able to find solutions to problems more easily](#) and reacts better to daily stressors.

## Final Thoughts

Everyone encounters stress at work. It's a natural and normal human reaction. The difference between letting the stress overcome you and coping with it is getting a head start by creating a positive environment and lifestyle.

Counteracting stress is both an inside and outside job. Focusing on improving your health will create a positive mind able to react better. Forming positive relationships with certain people around you will give you emotional support.

Beat stress with the right mindset!

## More Resources About Work Stress

- [8 Important Things to Remember When You Are Feeling Overwhelmed](#)
- [Why You Can \(And You Should\) Quit Your Job Because of Stress](#)
- [How to Get Motivated and Be Happy Every Day When You Wake Up](#)
- [Should I Quit My Job If It Makes Me Unhappy but Pays Well?](#)

Featured photo credit: [whoislimos](#) via [unsplash.com](#)

## Reference

[1] ^ Business News Daily: [Employees Reveal How Stress Affects Their Jobs](#)

[2] ^ MPH Today: [The Effects of Work Stress on Your Body \[Infographic\]](#)

[3] ^ The Blue KC Channel: [Effects of Stress](#)

[4] ^ WellCast: [The Workplace Stress Solution](#)

**READ NEXT**

<a href="#">carbs</a>	<a href="#">Omega 3 food</a>
-----------------------	------------------------------

[Are Carbs More Addictive Than Cocaine?](#)