10 Steps to organize your time as a Programmer

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Set clear and specific goals for what you want to accomplish each day or week.

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Prioritize tasks based on importance and urgency.

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Use a task manager or to-do list to keep track of your tasks and deadlines.

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Avoid multitasking as it can lead to decreased productivity and increased stress.

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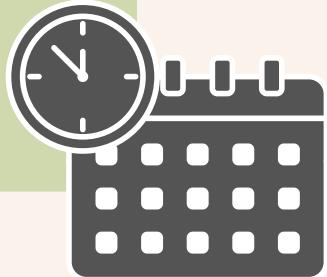
Break down larger tasks into smaller, manageable chunks.

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Use time-tracking tools to monitor how you spend your time and to be more efficient.

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Take regular breaks to prevent burnout and maintain focus.

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Eliminate distractions as turning off notifications.

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Learn to say no to non-essential tasks and meetings.

NO!

schedule your most important tasks during your peak productivity hours.

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