How to manage your time to get your stu done way

you might feel like you have a lot o work to do, that there is not enough time to complete your work.  
  
that is not exactly true, a lot of people waste a lot of there time without being aware of it , they think that they are actually doing there work constantly, but actually they are wasting time nothing more.  
  
Plus, there are numbers of ways from which you can get more time , but do not usally do that.

Write the stuff down.

* Either do it on the breakfast table or before sleeping. I want you to write the stuff down that you are going to perform on the coming days.
* I want you to be aware of the total work that you have to done, what happens sometime that we think that we had done a lot of work that day, yet in reality we only either just started or done only one out of 10.   
  this is just to be little honest to yourself
* It also works psychologically, you see your minds works better when you tell something to ti to do, even if it already knows. While writng you are declaring these task to your brain.

2. Cut out distraction  
  
let us be honest, there is nothing new in this point, you know that very well. But we just do not follow, that, we might try for one or two days but it doesn’t last for more than one week.

* Social media- we spend a lot of our time, scrolling through facebook, instagram or memes, we waste around 1 to 4 hours daily on social media, on stuff of 30 minutes hardly.  
  there something we will about it later in the post.
* Well there are many other ways of distraction, let me give you a example, during exams even a wall becomes as interesting as game of thrones .   
  you might have got my point, do not spend time on that. To do that you can a different type of distraction.