

# **Time is not infinite: 12 principles to make the best use of your time**

- by Paolo Ruggeri

---

“The objective of freeing your time is to enable you to focus and concentrate on your strategic direction and long-term goals i.e. Keep time in your agenda today to do what will make a great difference tomorrow. ”

Page No. 3 | Sunday, December 19, 2021 8:24:16 AM

“Work expands so as to fill the time available for its completion. This is called the Parkinson principle. ”

Page No. 4 | Sunday, December 19, 2021 8:25:32 AM

“write down a complete list of all cycles or ongoing projects that are currently running. This is known as the open cycles list. ”

Page No. 6 | Sunday, December 19, 2021 8:26:58 AM

“Being specific will allow you to close the windows in your mind and recover your energy. ”

Page No. 7 | Sunday, December 19, 2021 8:28:36 AM

“Keep five minutes a day to write down the plan of the day, and if possible, do it the night before. ”

Page No. 7 | Sunday, December 19, 2021 8:29:21 AM

“When you think you don't have time it is because, in fact, you're going after someone else's goals. ”

Page No. 8 | Sunday, December 19, 2021 8:30:21 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that will make a huge difference to your success tomorrow. If you have a small company or a professional business, 25-30% of your time each week should be dedicated to these activities: ”

Page No. 10 | Sunday, December 19, 2021 8:32:06 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that ”

Page No. 10 | Sunday, December 19, 2021 8:32:18 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that will make a huge difference to your success tomorrow. ”

Page No. 10 | Sunday, December 19, 2021 8:32:25 AM

“Some tasks that are not performed today, become a crisis tomorrow ”

Page No. 11 | Sunday, December 19, 2021 8:33:16 AM

“The objective of freeing your time is to enable you to focus and concentrate on your strategic direction and long-term goals i.e. Keep time in your agenda today to do what will make a great difference tomorrow. ”

Page No. 3 | Sunday, December 19, 2021 8:24:16 AM

“Work expands so as to fill the time available for its completion. This is called the Parkinson principle. ”

Page No. 4 | Sunday, December 19, 2021 8:25:32 AM

“write down a complete list of all cycles or ongoing projects that are currently running. This is known as the open cycles list. ”

Page No. 6 | Sunday, December 19, 2021 8:26:58 AM

“Being specific will allow you to close the windows in your mind and recover your energy. ”

Page No. 7 | Sunday, December 19, 2021 8:28:36 AM

“Keep five minutes a day to write down the plan of the day, and if possible, do it the night before. ”

Page No. 7 | Sunday, December 19, 2021 8:29:21 AM

“When you think you don't have time it is because, in fact, you're going after someone else's goals. ”

Page No. 8 | Sunday, December 19, 2021 8:30:21 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that will make a huge difference to your success tomorrow. If you have a small company or a professional business, 25-30% of your time each week should be dedicated to these activities: ”

Page No. 10 | Sunday, December 19, 2021 8:32:06 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that ”

Page No. 10 | Sunday, December 19, 2021 8:32:18 AM

“Time is not infinite. You have to learn how to dedicate time to the activities that will make a huge difference to your success tomorrow. ”

Page No. 10 | Sunday, December 19, 2021 8:32:25 AM

“Some tasks that are not performed today, become a crisis tomorrow ”

Page No. 11 | Sunday, December 19, 2021 8:33:16 AM