

## 5 New Year's resolutions you should be making about time management

You likely already have too many goals and too many disappointments from this past year.

So as you look ahead to 2020, the idea of adding more seems kind of exciting but also a bit **daunting**. That's why as a time management coach, I recommend that you do the opposite: Resolve to do less, and experience your best year possible.

daunting 使人气馁的

callous 无情的；麻木的

Know less

It's okay not to be up-to-date on everything. To cut down on these distractions you might:

Turn off social media notifications on your phone or uninstall social media apps altogether.

Unsubscribe from notification emails or newsletters you don't read regularly.

Resolution: I resolve to be less aware of "interesting" things so I can be interested in and present for the people around me.

Care less

This one may sound a bit **callous**. But to be a kind and thoughtful person for my friends and family and to serve my clients well, I can't care about everyone who wants my attention professionally. What that means is that I say "No" a lot. Here is a way:

I am available to my coaching clients Monday through Friday, during the day. But I don't feel an obligation to be available 24/7. Being able to unplug from work in my personal time increases my ability to serve my clients well when I'm in the office.

Resolution: I resolve to care less about what others want me to do so that I can align my time with my highest priorities and take better care of the people closest to me.

Is it easy to do less? No. But will it lead you to the best outcomes in the end? Yes. You'll thank yourself for it at the end of 2020.