

15 Secrets Successful People Know about Time Management (getAbstract Summary) - LinkedIn Learning

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March 7, 2021

Tips/secrets:

1. Time is the most valuable and scarcest resource.
2. Identify your most important task and do it first.
3. Work from your calendar, not a to-do list.
4. To Overcome procrastination, beat your future self.
5. There will be always be more to do.
6. Always carry a notebook.
7. Control your inbox, use the three, two, one method.
8. Schedule and attend meetings as a last resort.
9. Say "NO" to everything that doesn't support your immediate goals.
10. Follow the powerful Pareto Principle.
11. To focus on your unique strengths and passions.
12. Batch your work with recurring themes.
13. If you can do a task in less than five minutes, DO IT IMMEDIATELY.
14. To use early mornings to Strengthen your mind, body and spirit.
15. Productivity is about energy and focus, not time.