

7 Proven Time Management Techniques For Insanely Busy People:

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**“The bad news is time flies.
The good news is **you’re the pilot.**”**

—Michael Altshuler



1. Track where your time is going

How can you expect to manage your time if you don't know how you're spending it?

Track every minute for a week.
I promise you'll be shocked by the results.

Try this:

Use an app like Clockify or Toggl for easy tracking.

| Jul 1 - Jul 7 | | | | | Week total: 36:00 |
|------------------------|-------------|-------------|----------------------|------|-------------------|
| Today | | | | | Total: 6:00 |
| Emails | • Office | \$ | 3:00 PM - 3:30 PM | 0:30 | ⋮ |
| Creating illustrations | • ACME | \$ | 1:00 PM - 3:00 PM | 2:00 | ⋮ |
| Fixing bug #100 | • Project X | Development | \$ 9:30 AM - 1:00 PM | 3:30 | ⋮ |
| Yesterday | | | | | Total: 5:00 |
| Answering tickets | • Project X | Overtime | \$ 3:00 PM - 6:00 PM | 3:00 | ⋮ |
| Client meeting | • ACME | Invoiced | \$ 1:30 PM - 3:00 PM | 1:30 | ⋮ |
| Lunch | • Break | | \$ 1:00 PM - 1:30 PM | 0:30 | ⋮ |

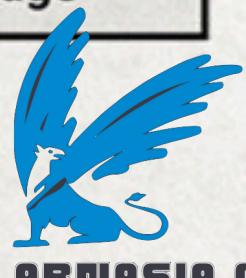
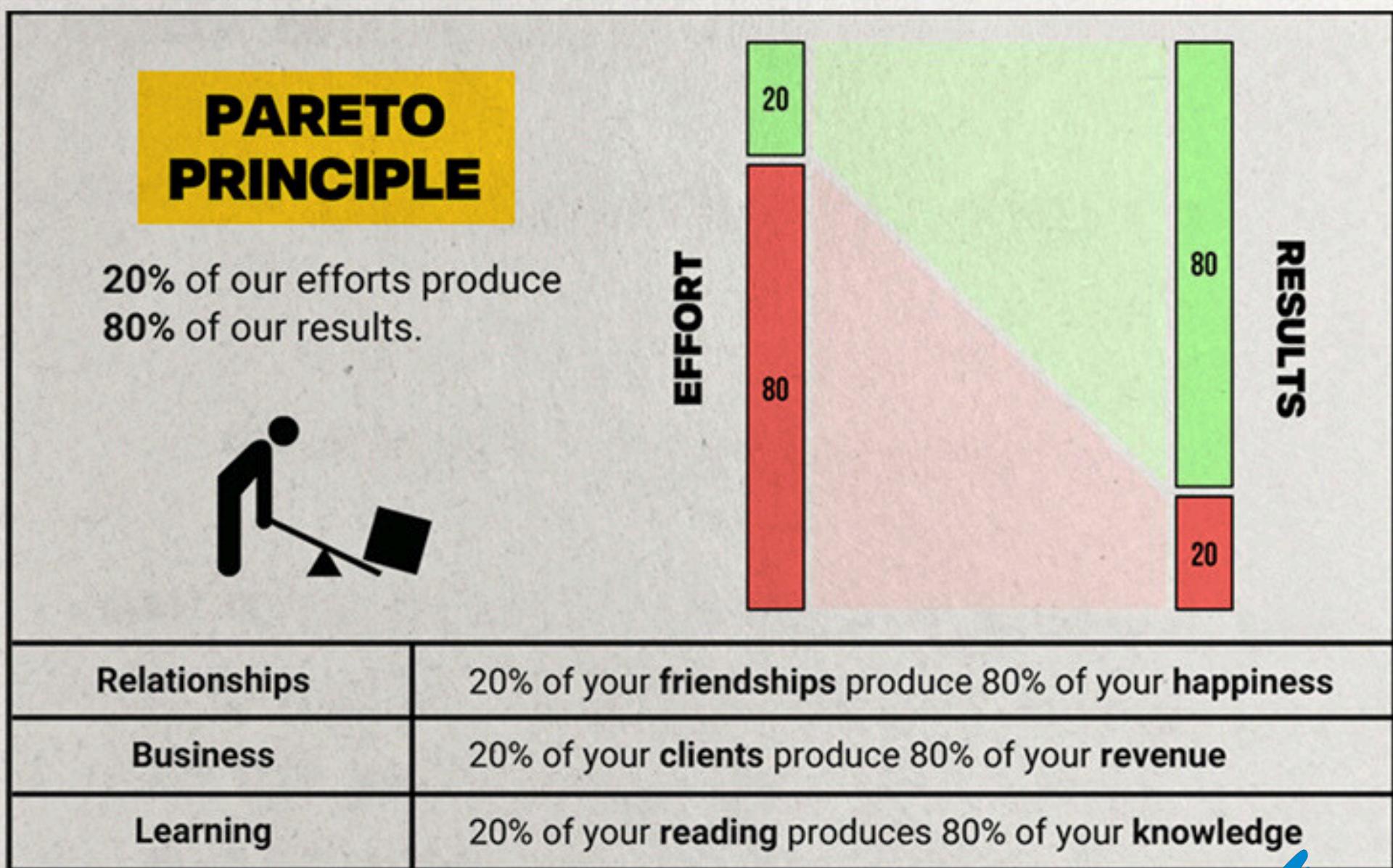


2. Get clear about your priorities

The biggest waste of time:

Working hard on something that doesn't matter.

Use the **80/20 Rule** to identify your needle-movers:



3. Use Time Blocking:

My **all-time favorite** productivity “hack”.

Allocate specific time slots for your tasks throughout the day. By dedicating focused periods to each task, you can minimize distractions and stay on track.

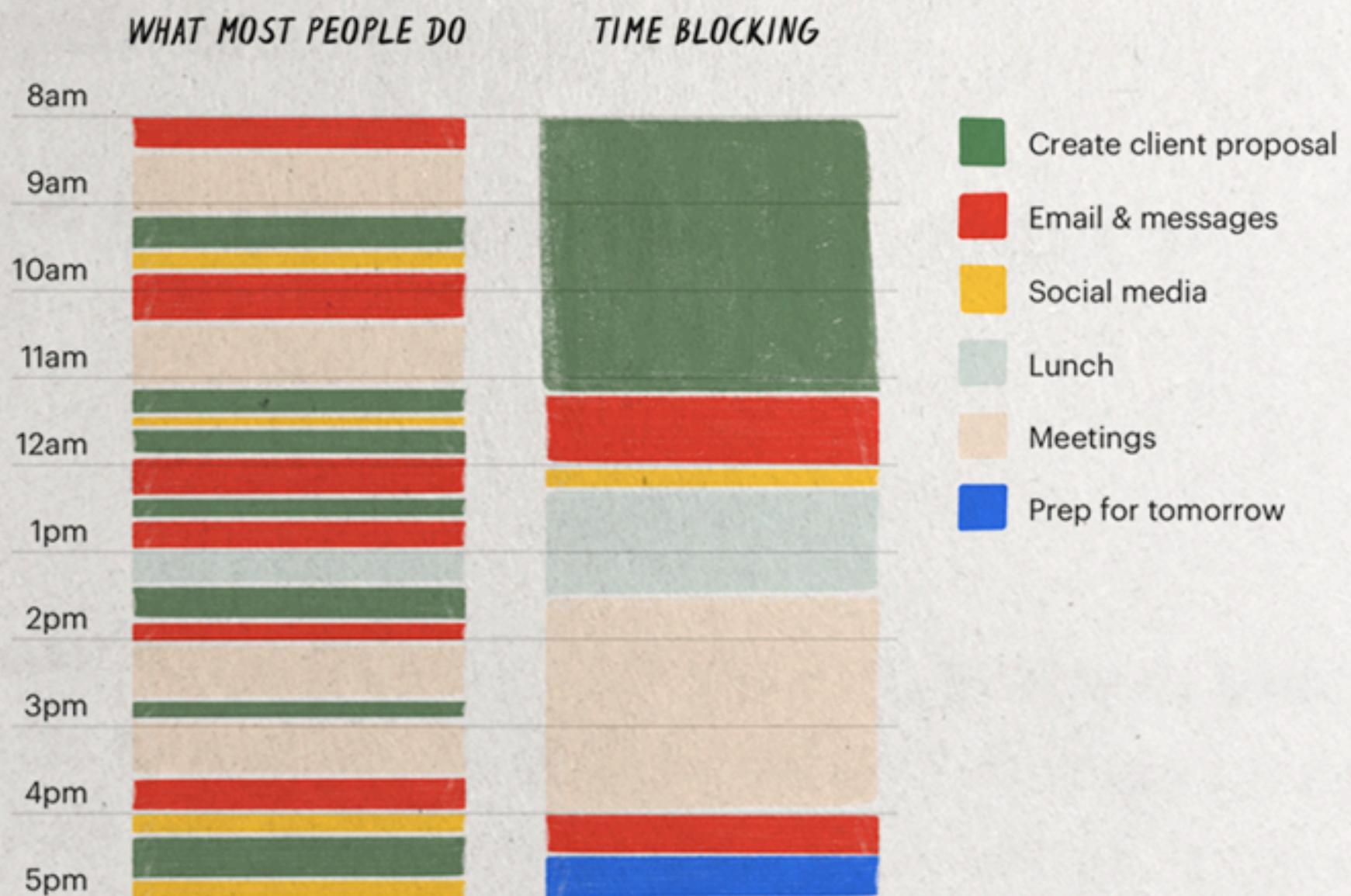


image credit: todoist.com



4. Turn Your Smart Phone Into a Dumb Phone

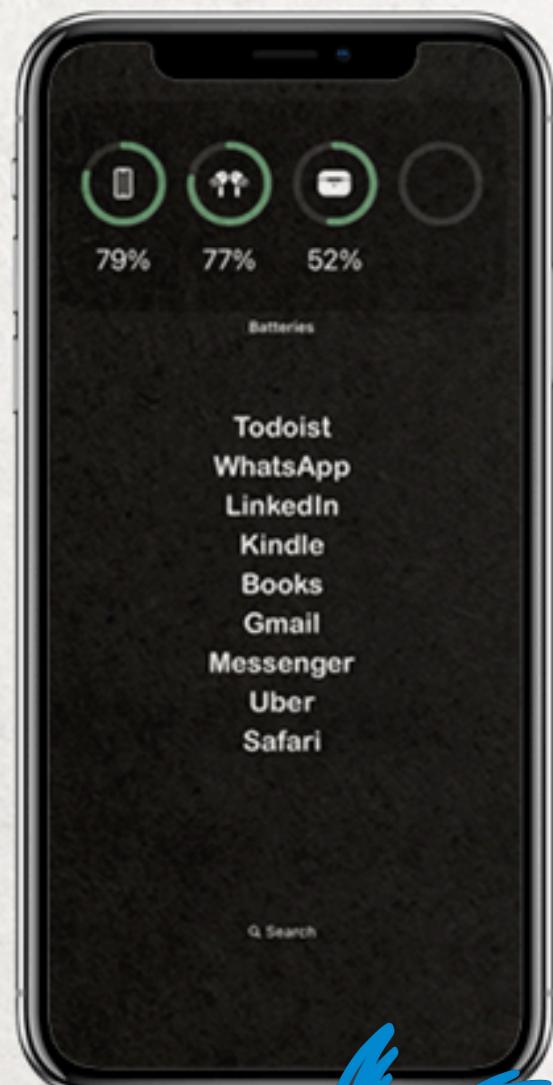
Your phone is an all-consuming time vortex.

Create a modern “dumb phone” with these steps:

1. Remove unnecessary apps from home screen
2. Put your device in grayscale
3. Turn off non-emergency notifications
4. Use an app like *Opal* to add friction

This is my current phone setup.

*If you want a detailed tutorial just search:
“modern dumb phone” on YouTube.*



5. Put together a “Not-To-Do” List

Make a list of the 5 to 10 things that distract you the most and AVOID THEM AT ALL COSTS.

This could include:

- No hitting snooze
- No scrolling in the morning
- No pointless coffee meetings
- No checking email every 15 minutes
- No multitasking during important tasks
- No comparison to others on social media
- No saying “yes” when you want to say “no”

Overrated: choosing what to do

Underrated: choosing what NOT to do

6. Make "no" your default answer

It sounds harsh, but time is your most valuable asset.

Defaulting to "**no**" = you control it

Defaulting to "**yes**" = other people control it

Ask these questions before agreeing to something:

1. Would I do this if it were tomorrow morning?
2. Will the return meet/exceed the time I invest?
3. Could this create more opportunities in the future?



7. Use Parkinson's Law to Your Advantage

Parkinson's Law:

Work will expand to fill the time given for its completion.

Basically, give yourself less time to finish stuff.

Try using artificial deadlines:

1. Agree to pay a friend if you don't finish on time
2. Announce what you're working on publicly
3. Set a timer (I do this for every task)
4. Add a penalty if you don't finish on time

