

15 tips on how to plan your day

According to statistics, the people of intellectual labor on average spend 2.3 hours per week on planning your day. The results of the same survey showed that people who spend more time planning more successful.

Here are tips on how to plan your day:

1. For starters, imagine your final goal and write it down on paper. It should be achievable, precise and comparable with what you have achieved at the moment. Your goal should also be the due date.
2. Every day make a list of things you need to accomplish. Use the precise definition of work, instead of vague and General phrases.
3. Break your to-do list for the day in four categories according to priority.
4. The case of category "A" important to accomplish your long-term goals. If you today have nothing better to do, do these things because they will affect your future success.
5. List "B" category should include your job responsibilities.
6. The case of the categories "In" – this is the case, which are necessary in your daily life (administration, travel, personal Affairs).
7. The case of the categories "G" you can postpone, cancel or delegate to someone else.
8. Start by making a list of "A" does not work on category "b" only because it's easier. Also divide the complex items in the list "A" into small blocks that are easy to handle.
9. To experience the feeling of work done, cross out all the things from the list.
10. Leave time for the important things, which can take several hours.
11. Don't plan your day to the last minute. Leave time for unexpected situations, surprises and time for reflection.
12. Ask yourself whether you have achieved your goals, and what changes you should make to reach them faster.
13. Start [help me write my essay](#) to go about their business right now, not postponing it for later.
14. Be sure to leave time for sports, work, time for family and friends.
15. Analyze what you spend your time, find ways to increase the amount of time that you spend on achieving your main goal.