

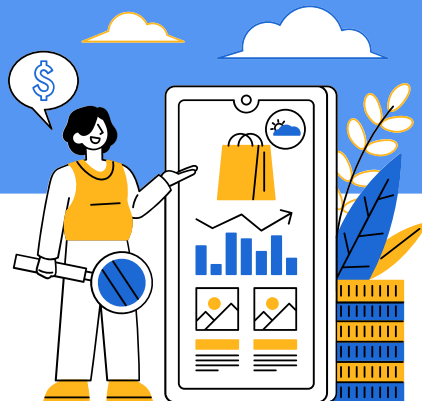
Time management

Techniques to improve productivity



Time management

Time management is the process of organizing and planning how to divide your time between different activities. Less stress. Increased chances of advancement.



Distractions

They may ultimately feel productive because they haven't been able to complete a task promptly.



Adequate rest

A well-rested brain is better equipped to concentrate on tasks, process information, and make rational choices.



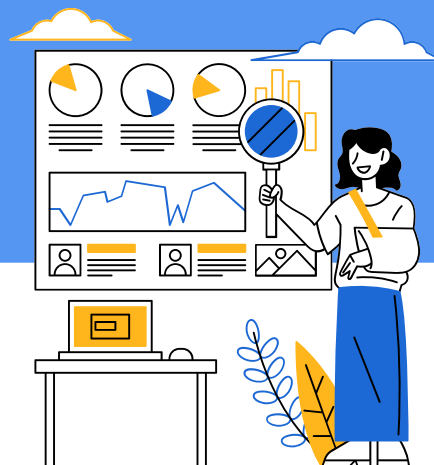
Set goals

Instead of setting a vague goal like "complete the project", create specific goals for each phase or milestone of the project.



Organized work environment

Keep the space organized and uncluttered. Improve the flow of communication between you and your team, you can also make your team more productive.



Delegate tasks

Identifying the tasks that can be passed on to other team members. It can harness the strength of employees to improve the general productivity of the organization.