WHAT IS POSSIBLE 1 HOUR?

What can be done in just one hour? Some possible options:

1. Lying on the sofa and surfing the internet.

2. Surfing the internet while listening to music.

3. Listening to music and sending e-mail replies.

4. Sending e-mail replies, tidying up the room.

5. Sending e-mail replies, tidying up the room and cooking a quick course for dinner.

As it is clear, there are many options to do in one hour depending on our choice. However, it is possible to do more within this time period (or any time period of your choice) when we focus on efficiently using our time. This is one of the keys to efficiency. It is possible to apply this sense of effective time management not only in the workplace but also the other parts of our lives. Therefore, maybe things will be different if we pay attention to how many minutes are we going to spend on each task and carry them out rapidly.