

# How to Make Time to Build Your Career

Making your skill development a priority

## Setting clear goals

Setting goals may sound easy; just take a pad and pen and jot down some todos. But a lot more work has to go into them in order for you to stick with them for the long term. What is it that you want to focus on, and for how long per session?

The clearer your goals are, the more measurable your progress will be. Your goals have to be so clear that if a random person were to look at it, they would be able to identify the goal, and where and how you're going to work towards it.

## Track how you're currently spending your day

It can be easy for us to be fooled into thinking we're being productive, when in reality we're far from it. Tracking your current activities will give you insight into where you're wasting time, or at the very least, where you can be more efficient.

You'll gain time you didn't think you had. All of the extra time can then be utilized more properly. That goal that seemed so far off in the distance, now seems a whole lot more attainable.

## Shaping a new environment

The environment that you're currently in is not conducive to the one that will move you further along in your career. As challenging as it may first appear to be, you'll have to make a few changes to your immediate environment.

It's way too easy for us to become distracted by external stimuli. This can throw us off, and at times completely derail us from moving ahead. So put as much effort into getting as organized as you can. And put measures in place, like a timer, that will have you stay focused on the task at hand.

## Automation & Delegation

Make use of automation and delegation so save yourself time and money. You'll be able to focus on more important tasks while creating value, and circulating money.