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Last updated on December 9, 2020 1s 6:00 am, and just woke up. After the shower, it's time to eat breakfast, get the news by reading the morning paper, and then get to work. You feel relaxed and happy. You have very high expectations for the day, and you want to be as productive as possible with your to-do list. Fast forward to 2 p.m. on the same day. You're working in a hurry, and you just had a chance to take a lunch break. You start to feel a little stressed and tired because of the busy schedule. Besides, it seems you need to go back to some tasks and fix them because you didn't have time to focus on them properly. You'd like to find a reset button so you can start your day from anywhere with a different strategy. What you probably experienced was this: you planned your day the night before, and you felt you were on top of your duties. However, things started to go wrong when you continued to add tasks to your list, and finally your task list was several miles long. Your to-do list also contained tasks that were pretty much impossible to do in a day. The other point that contributed to your hectic and stressful day was not understanding how long completing a particular task would take and when to perform the task. If you had this information, it would be easier to calculate the correct time to perform the task. Finally, there really was no flexibility in your plans. You forgot to add a buffer between tasks and understand that some tasks are much larger than those shown outside. But you know what—these reasons alone weren't the main reason for your anxiety and crowds. Keep reading to find out what that was. What people get wrong about a to-do list Do you really know what to do? How much time did you really spend planning your day - it was just 5 minutes while your TV was distracting? If so, then that was probably the biggest reason why your day became so stressful. When you plan your days, you really need to understand the tasks that are going to do and what it takes to complete them. This is necessary, especially with important tasks, because you are able to make progress with the tasks that matter most. The lack of time spent on design should also appear as too many great tasks stuffed into your daily list. If you haven't broken the work into smaller pieces, it's possible that you're not going to get them done during the day. This, in turn, makes you beat yourself to not complete your task list. Finally, do not creating a task list like a secondary thing you're trying to do as quickly as possible. In fact, when you pay more attention to your next day's goal list, the more likely the list is going to be realistic and less stressful for you. Items in a long to-do list When I talk about a good task list, I think these attributes are part of it: Balanced Task List contains both important and less important tasks. Let's Let's this: although we would all like to work on only important tasks (e.g. target related to them), we also need to take care of the less important tasks (such as running errands, taking care of your household, or other everyday things). Enough flexibility What happens when you've scheduled a task, but you can't take care of it? Do you have a plan B in place? If not, try to calculate the alternative action you can take in these scenarios. Time for transitions Understand that transition times also eat up your time. Make sure that when you design your task list, this time it's also included in your plans. Adding an extra buffer between tasks will make your list more flexible and realistic. Not too many tasks for one day Giving you an exact amount of how many tasks you need on your daily list is difficult. It depends on your situation, but I'm willing to say that anything between 5-10 tasks should be enough for a day. Understand that some tasks are too fast, so it's easier to include more and organize your tasks on specific days. Just make sure there are also important tasks on the list so that you are able to proceed with your larger projects. Protection Shield Create a protection shield around your task list so that as few tasks as possible can land on your list and the number of items on your list doesn't increase during the day. In the first case, try to eliminate the sources for your tasks. This is done by reducing your commitments and limiting the projects you have. The fact is that the more commitments (or projects) you have, the more likely you are to end up as tasks on your daily list. In the second case, make your list closed. I learned this concept by reading Do It Tomorrow and other time management secrets by Mark Forster. To create a closed task list, all you have to do is draw a line below the last task in the list. When you do this, you are not allowed to add new tasks to your list during the day. This ensures that the number of tasks actually decreases as the day goes on. How to create a to-do list that boosts your productivity To make a list that you can actually complete the next day, do the following: 1. Eliminate unnecessary tasks Go through your commitments and decide if you really need each one. For example, I was an active member of our local computer club in my hometown, but then I realized that I didn't have enough time for this activity anymore. Although I'm member of the club, I do not participate in its activities anymore. This has eliminated the tasks associated with this commitment. 2. Take the time to design the Don't rush to create your task list—spend some time in the planning phase. If required, isolate yourself for the planning part by going to a separate room in your home (or even going outside). That way, you can actually think about working through before you put them on your to-do list. Try to spend at least 15 minutes with your list when you design it. Planning. Move important tasks to the top When planning your day, make sure important tasks are at the top of your list. This ensures that you will do these tasks as quickly as possible. For example, as a blogger, I make sure I have the content creation tasks at the top of my list. As soon as I wake up, I attack these jobs right away, and they're done before I go to work. 4. Track recurring tasks You may have recurring tasks in your list, but do you know how long it takes to complete? If you don't, make sure you take some tracking time to figure it out. This helps you better plan your day as you know how long a task takes and whether there is a specific time period in your schedule when the task could run. 5. Bundle Similar Tasks Look at your list, and find out if there are similar tasks that you can batch-edit. This way, you can get some tasks off your list faster and easier. 6. Set tasks in more detail Not only include a task like build a website in your list, make sure you break the work into smaller pieces. The smaller the tasks, the easier it is to complete them before the finish date. 7. Do some pre-preparation work Make sure you are prepared for some tasks in advance. For example, I write the outlines for my guest posts on Sundays, so it's easier (and faster) for me to start writing the actual posts when I wake up. With a little preparation work, I speed things up and make sure the work is done when the right day comes. 8. Automate maintenance of course, you could use a pen and paper approach in your personal to-do list, but try to take advantage of the technology, too. In fact, try to find a tool that takes care of maintaining your task list for you. My preferred tool is Nozbe, but there are other task management applications that you can try, too. 9. Get to know your types of tasks and your schedule Finally, when you plan your day, ask yourself these questions: What else do I have in my schedule? This question refers to your personal schedule. For example, if you're traveling, make sure your list reflects this fact. Don't try to overstuff your list with too many tasks, since it's more likely you'll only get a fraction of them done. Is work a gatekeeper? This question asks whether the task blocks other tasks that need to be performed. Every now and then, we may have a duty to First. After you do this, only then can you take care of the following tasks. When you focus on creating your task list in a focused way, you'll be able to easily locate the guards. Do I have icebergs on my list? This question asks if your goal is actually much greater than what it seems. Sometimes, when you start working on a job, you'll soon realize that it's much bigger than you originally thought (compare them to icebergs, where only the tip of the iceberg is above water, but the majority of the ice is down). Once again, when you focus enough Your task list during the creation phase, it's easier to locate these icebergs and split the tasks into smaller, more manageable pieces. Is the distraction-proof work? Not all tasks are created equal: some tolerate more distraction, while others require your full attention. For example, I can check my Twitter stream or do simple blog maintenance even when I'm around my family. These tasks are distraction-proof, and I can take care of them even if I don't have my full attention to them. If you're still having trouble getting your day-to-day tasks on your to-do list, make sure you analyze why this happened. If anything, don't hit yourself for not finishing your task list. No one is perfect, and we can learn from our mistakes. It takes a little practice to create a long task list. However, once you learn to put all the pieces together, things are going to look much better, and you will be more productive overall. More Productivity TipsFeatured photo credit: J. Kelly Brito via unsplash.com unsplash.com

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