

Scratch off your to-do list

Time is money and money makes the world go 'round... right?
But when there's work, grocery shopping, hitting the gym and family
involved, managing your time can feel like
a daunting task.

Check out the list below for some time management tips.

- MAKE A SCHEDULE AND TO-DO LIST TO STAY ORGANIZED.
- PRIORITIZE YOUR TO-DO LIST FOR BETTER EFFICIENCY. PICK 3-5 PRIORITIES YOU CAN GIVE YOUR FULL FOCUS TO EACH DAY.
- SET A TIME LIMIT FOR EACH TASK TO AVOID HOLDING UP YOUR LIST BY SPENDING TOO MUCH TIME ON ONE THING.
- SET GOALS THAT ARE S.M.A.R.T.: SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT AND TIMELY.
- DON'T PROCRASTINATE AND TRY TO AVOID DISTRACTIONS.