

The basics of my schedule

Source : Dominic Sicotte. Success Zen

« *Time is money* », meaning it is precious and limited. The organization of this resource is a real challenge, but knowing how to use it is a crucial tool, and having a diary or a planner is key. There is a real difference between using your planner and knowing how to efficiently use it. We have created 5 tips to help you manage your schedule efficiently to save a few extra hours a week.

1. Choose the right organizer for you

Paper or electronic organizer? From the start, you need to think about the type of organizer you will use for optimal time management. Nowadays, people are more and more attached to their smartphone or their computer, so if this is your case, if you are very comfortable with new technologies, then the electronic organizer is for you! There are very popular and free tools online, such as Google Calendar, which lets you to synchronize several calendars among all your devices.

However, if you are among those who need to feel paper and prefer to use a pen, then use it, this is not a problem. The tool needs to suit the person using it, and not the other way around. If you are uncomfortable with electronic organizers, don't force yourself. If you prefer to handwrite, keep using a paper organizer.

Anyway, chose your planner according to how comfortable you are using it, if you do the opposite, you might have a harder time.

2. Make the difference between urgent and important

We all know that a planner must hold all of your meetings and everything you need to do during the day. However, you can anticipate and prioritize your tasks according to 2 criteria: important tasks and urgent tasks. This will help you better organize your schedule. You should choose your priorities starting with those 2 criteria, you will thus ensure that your daily tasks will be in the right order.

3. Group one category of activities on one time slot

The point is to do the tasks that are similar at the same time. So, as soon as you start planning for your week, first, take time to think and have a global vision of your schedule. For example, save your Mondays for meetings, internal meetings in the morning, outside meetings in the afternoon.

Every day, try to refrain from doing a lot of different tasks, instead, gather similar activities for one time slot. Your mind will only focus on one thing at a time, and you will save energy. Your mind will be able to rapidly sort through all the information, and you will save precious time.

4. Plan your meetings according to your own rhythm

We sometimes forget that our schedule depends on ourselves, on our own rhythm. For example, we will work better if we know in advance, at what time during the day we are more efficient for a certain task. For example, if you feel more concentrated in the morning, then use that time to plan for the

activities that require you to be more focused. If you feel that you will be more comfortable handling your external meetings on a Tuesday afternoon, then plan them accordingly.

To help you achieve that, learn to know yourself first and foremost. Then, organize your schedule according to your own rhythm.

5. Self-evaluate

Last but not least, self-evaluation is crucial since learning how to manage your time every day is fundamental for any entrepreneur. First, at the beginning of each week, set specific objectives. At the end of each week, you will be able to have a quick evaluation of your weekly schedule. Take the time to look back on your week, check the things that went well, and the things that didn't, to be able to adjust your schedule in the future. Keep in mind all the previous tips when you do that. You will be able to have a better schedule for the following week. By keeping up with the self-evaluation, you will always improve your schedule, and thus, save more and more time.

In short, no one should get up in the morning with no idea of what the day is going to look like, of the tasks and activities to be done. So, if you want to handle your schedule and save more hours, keep those 5 tips in mind. Properly handling your agenda also means preparing for unforeseen events. It is important to maintain a certain flexibility in your schedule and to plan for a margin of error of 20 %. Now, it is your turn to apply those tips and we promise, you will not waste time, it is quite the opposite!