

202 Tips on How to Work Effectively in Every Minute and Every Aspect.



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Our life these days seems more messed up and full of frustration and stress because we are faced with the problem of doing more work in less time. We are in real need of giving our lives a sense of regulation and order so as to avoid the stress and frustration which is so prevalent in our lives. We need to define clear boundaries between our work life and personal life only then we can enjoy a balanced and healthier life. It is not impossible to regain work-life balance if we follow some simple strategies and tips. This eBook contains tips to work effectively in every minute and in every aspect. Keeping in mind these tips will save you from stress and frustration caused by the excess of work.

1. In order to work effectively you need to make sure that you work in a way which decreases stress, and helps you spare enough time for your personal life.
2. To be very much in touch with your personal life and yet maintain your workload well, you need to learn the skills including time management, prioritising, delegating work load and using available things in best possible way.
3. You must understand that in order to increase effectiveness and productivity you must have total control over your time i.e. you must decide carefully the amount of time you spend on a particular activity. Learn the tactics of saving your time wherever possible.
4. For good time management you need to know that your time is precious and you need to use it accordingly.



5. 90% frustration and stress is caused because we do not plan to use our time in a strategic way according to the requirements of work. So it is the first and foremost requirement to spend our time by giving equal importance to our work and other everyday activities.
6. You need to observe your daily routine for a few days to find out how you actually spend your time.
7. By observing your routine you will be able to find out that there is actually some time you can use more wisely to work effectively and still save time.
8. For instance you can utilize the time when you go to your workplace. If you take a bus or taxi you will be able to do some reading task even while you are going to work and this will definitely save you some time.
9. Try to analyse the situation to figure out the factors which become a cause of wastage of time and decrease productivity and effectiveness.
10. Time management only works if you have clearly defined goals.
11. If you have long-term important goals, do careful planning to achieve them.
12. Do not ignore them just because you still have time.