

Below are 100 time management hacks to help you manage time.

In the vast landscape of time management, where countless hacks and strategies abound, it's essential to remember a fundamental truth: every action you take, every hack you employ, should be guided by a clear reason and a compelling vision. Time management isn't merely about doing things faster or checking off tasks mindlessly. Instead, it's a deliberate, purpose-driven journey toward achieving your goals and realizing a vision for your life.

1-10: Planning and Organization

1. Create a to-do list the night before.
2. Prioritize tasks using the Eisenhower matrix.
3. Break big tasks into smaller, manageable ones.
4. Use a project management tool to track tasks and deadlines.
5. Set specific, measurable, achievable, relevant, and time-bound (SMART) goals.
6. Time block your schedule for different tasks.
7. Use a productivity app to streamline your tasks.
8. Batch similar tasks together to minimize context switching.
9. Set deadlines for yourself to stay accountable.
10. Review and adjust your plans regularly.

11-20: Focus and Concentration

11. Practice mindfulness meditation to improve focus.
12. Eliminate distractions by turning off notifications.
13. Use the Pomodoro Technique (work for 25 minutes, then take a 5-minute break).
14. Find a quiet and comfortable workspace.
15. Use noise-canceling headphones to block out distractions.
16. Declutter your physical and digital workspace.
17. Say no to non-essential tasks that don't align with your goals.
18. Break your day into focused work sessions.
19. Prioritize deep work over shallow work.
20. Use the 2-minute rule: if a task takes less than 2 minutes, do it immediately.

21-30: Time Tracking and Analysis

21. Track your time to identify time-wasting activities.
22. Analyze your time logs to identify patterns and optimize.
23. Use time-tracking tools to monitor your activities.
24. Conduct a weekly review to assess your time management.
25. Set a time limit for meetings to avoid wasting time.
26. Analyze your energy levels and schedule high-energy tasks accordingly.
27. Create a time budget to allocate time to different areas of your life.
28. Use the "eat that frog" method – tackle the most challenging task first.
29. Track how much time you spend on social media.
30. Set specific times for email checking to avoid constant interruptions.

“In order to feel really good about what you didn’t get done you must have made some conscious decisions about your responsibilities, goals, and values.”
David Allen, Author of Getting Things Done

31-40: Goal Setting and Motivation

31. Visualize your goals to stay motivated.
32. Break long-term goals into short-term milestones.
33. Celebrate small victories to maintain motivation.
34. Set rewards for completing significant tasks.
35. Keep a vision board to remind yourself of your goals.
36. Surround yourself with positive and motivated individuals.
37. Use positive affirmations to stay focused on your goals.
38. Establish a morning routine to kickstart your day.
39. Find your "why" – understand the purpose behind your tasks.
40. Regularly reassess your goals and adjust as needed.

41-50: Communication and Collaboration

41. Use email filters and labels for efficient inbox management.
42. Schedule regular, focused communication time.
43. Clearly communicate expectations with team members.
44. Use collaborative tools for team projects.
45. Set boundaries for communication to avoid constant interruptions.
46. Practice active listening to enhance communication.
47. Hold effective and concise meetings.
48. Delegate tasks that others can handle.
49. Use templates for repetitive emails or documents.
50. Embrace the power of saying no when necessary.

*“I love deadlines. I love the whooshing noise they make as they go by.”
Douglas Adams, The Salmon of Doubt*

51-60: Health and Well-being

51. Get enough sleep to ensure optimal cognitive function.
52. Schedule regular breaks to prevent burnout.
53. Exercise regularly to boost energy and focus.
54. Eat a balanced diet to support overall well-being.
55. Stay hydrated throughout the day.
56. Practice mindfulness to reduce stress.
57. Take short walks to clear your mind.
58. Know your peak productivity times and schedule important tasks accordingly.
59. Ensure ergonomic workspace setup to prevent physical strain.
60. Take vacations to recharge and avoid burnout.

61-70: Technology and Tools

61. Automate repetitive tasks using tools like IFTTT or Zapier.
62. Use keyboard shortcuts to speed up computer tasks.
63. Leverage voice-to-text technology for faster note-taking.
64. Set up reminders for important tasks and deadlines.
65. Use cloud storage for easy access to files from anywhere.
66. Explore productivity apps for specific needs (e.g., note-taking, task management).
67. Organize bookmarks and files for easy retrieval.
68. Unsubscribe from unnecessary email lists.
69. Learn to use new software or tools efficiently.
70. Regularly update and maintain your technology for optimal performance.

***“Procrastination is not a time-management problem,
it's an emotion-management problem.”
Tim Pynchyl, Professor of Psychology***

71-80: Learning and Personal Development

71. Dedicate time for continuous learning.
72. Listen to audiobooks or podcasts during commuting or exercising.
73. Take online courses to enhance your skills.
74. Attend workshops and conferences to network and learn.
75. Develop a growth mindset to embrace challenges.
76. Set aside time for reflection and self-assessment.
77. Read books on time management and productivity.
78. Seek feedback on your time management strategies.
79. Join or create a mastermind group for mutual support.
80. Develop a hobby to unwind and foster creativity.

81-90: Flexibility and Adaptability

81. Embrace change and be open to adjusting your plans.
82. Have contingency plans for unexpected events.
83. Learn to delegate effectively to lighten your workload.
84. Be willing to say no to avoid overcommitting.
85. Learn from your mistakes and adapt your strategies.
86. Develop resilience to handle setbacks.
87. Regularly assess and adjust your priorities.
88. Be mindful of your energy levels and adjust your schedule accordingly.
89. Be flexible with your routines when necessary.
90. Practice patience and persistence in achieving your goals.

“Learning not applied is lost.”
Joey Pauley, Founder Applied Leadership Teams

91-100: Miscellaneous Tips

1. Use a whiteboard for visualizing your schedule and goals.
2. Set realistic expectations for yourself.
3. Limit multitasking to maintain focus.
4. Keep a journal to track your thoughts and progress.
5. Learn to delegate effectively to lighten your workload.
6. Take advantage of downtime for quick tasks.
7. Create a "do not disturb" sign when you need focused time.
8. Limit social media usage during work hours.
9. Develop a morning routine to kickstart your day.
10. Regularly assess and adjust your time management strategies.

Remember, not every hack will work for everyone, so feel free to experiment and find what works best for you. Adjust these tips to fit your own preferences, needs, and circumstances.

Managing time effectively can be challenging for neurodiverse individuals, especially those with executive dysfunction. Here are some tailored time management strategies that may be helpful:

Visual Schedules:

- Use visual schedules or planners with clear, colorful, and structured visuals. This can provide a tangible representation of tasks and deadlines.
- Break down tasks into smaller, more manageable steps and represent each step visually.

Routine and Consistency:

- Establish a daily routine to create a sense of predictability and stability. Consistency can help reduce anxiety and make it easier to transition between activities.
- Stick to regular sleep and meal times to maintain overall well-being.

Time Blocking:

- Divide the day into blocks of time and assign specific tasks or activities to each block. This can help create a structured environment.
- Use alarms or reminders to signal the beginning and end of each time block.

It is not our differences that divide us. It is our inability to recognize, accept, and celebrate those differences.”
Audre Lorde

Prioritization:

- Develop a system for prioritizing tasks. This can include color-coding or numbering tasks based on urgency or importance.
- Focus on completing one task at a time rather than becoming overwhelmed by a long to-do list.

External Reminders:

- Set up external reminders using alarms, notifications, or visual cues. This can be particularly useful for remembering important deadlines or appointments.
- Consider using technology tools like smartphone apps or smartwatches for reminders.

Task Breakdown:

- Break larger tasks into smaller, more manageable steps. This makes it easier to initiate and complete tasks without feeling overwhelmed.
- Celebrate small achievements along the way to boost motivation.

Flexible Planning:

- Recognize that plans may need to be adjusted. Be open to flexibility and adapt plans based on changing circumstances.
- Allow for breaks or downtime to prevent burnout and sensory overload.

“The most interesting people you’ll find are ones that don’t fit into your average cardboard box. They’ll make what they need. They’ll make their own boxes.”

Dr Temple Grandin

Self-Care and Sensory Support:

- Incorporate sensory-friendly strategies into the daily routine, such as using fidget tools or creating a calm sensory space for relaxation.
- Prioritize self-care activities to maintain mental and emotional well-being.

External Accountability:

- Share your goals and plans with a trusted friend, family member, or colleague who can provide support and accountability.
- Consider working with a mentor or coach who understands neurodiversity and can provide guidance.

Positive Reinforcement:

- Implement a reward system to reinforce positive behaviors and task completion.
- Focus on self-compassion and celebrate achievements, no matter how small.

It's essential to remember that each individual is unique, and these strategies may need to be personalized based on specific preferences and needs. Experiment with different approaches to find what works best for the individual's neurodiverse profile. Professional support from psychologists, occupational therapists, or counselors experienced in working with neurodiverse individuals can also provide valuable insights and strategies.

“Enjoy the Journey”
Joey Pauley, Applied Leadership Teams