

1. Time management tips:

Are you wondering how to make your life more organized and manage time a bit more? Well, this is a very important step to get your work done in the best way, be it a regular home task or running your workplace. Managing time is a great ability on your part to direct your career in the right pace and outrank all your competitors. Some of the smartest tips to help manage your valuable time are:

- **Plan to do first things first:**

Planning is very important when it comes to choosing between the tasks in accordance to priority. By doing so, you can have more efficient solutions in the least time involved. Moreover, planning guides you to find out shortcuts for all the tasks and curtail the extra time which you are wasting in your routine maintenance tasks to utilize it in the more important things. So schedule your priorities and get the best out of everything.

- **Set goals for time management:**

For setting goals for time management, I think the first thing that you can help you is to change your behaviors and not the time. For that, all you have to do is to find all those activities which kill your time unnecessarily and get rid of them right away.

- **Use emails efficiently while at work:**

In order to use your emails efficiently you can organize them in particular file folders just like you do with hard files and papers. To avoid wasting time on your mails, start taking action the moment you read a mail.

In this context, it would also be helpful if you avoid responding to an email as soon as you receive it. Rather, you can do so within certain timing, as expected by the sender. This helps you to waste time on emails while carrying out some other vital task.

Time is a valuable thing in the present world and your success is inevitable once you learn to control your time!

2. Goal Setting tips:

Time and again, it has been proved that the key to optimum success is goal setting! At any point in this progressive life you need to set goals to move on in pursuit of these goals. You can get the opportunity to fulfill your dreams and enjoy your life to the fullest by simply setting your goals. It can definitely help you to overcome all the obstacles and negativities and realize your dreams very soon. If you are pondering over how to set the most desired goals of your life then here are some cool tips of goal setting to guide you.

- **Write your goals in a journal:**

Write all your goals and keep record of your success on a regular basis. By this you can evaluate your hard work, obstacles and your rewards. You can use the journal for breaking your goals step-wise. Because of the fact that the goals are measurable, particular and are bound by time, you can implement all these features if you write them down.

- Analyze what and why you want:

It is very important to realize what exactly your dreams are and why you want to fulfill them. It's only after knowing yourself well that you set the goals properly. Now you can identify your personal traits, including your strengths and weaknesses to achieve the goal.

- Identify every aspect to set your goals:

In setting a goal you should make sure of the money, time and all other aspects required to meet your goals. In this process, you must not miss out on listing the negative aspects that can prevent you from attaining your goals.

- Develop an effective plan to achieve your goals:

List up all your goals along with their respective deadlines and write them in motivating language to direct your mind in the right manner. You can make them more effective by writing your goal in a way that it has already been achieved. This makes it more realistic.

Now you must have realized that goal setting is not that tough at all! Once you follow the right flow of setting goals you're bound to achieve greater success in future.

3. Getting Things Done:

You may often find that it becomes really difficult to keep in mind all those things that have to be done. Now the easy solution to this is getting things done, that is, by transferring all these tasks from your mind and freeing it from the stress of remembering everything. This is a highly discussed methodology of the famous David Allen.

To get things done, you need to systematically evaluate all those tasks at any point of time and decide rationally which are to be done and not to. For making this task easy, here are some smart tips:

- Collect all the necessary stuffs from your mind in some storage space, be it email box, a tape recorder, a PDA or a notebook, to keep track of them easily. Once you collect them somewhere, they are ready to be processed.
- While processing them, deal with one item at once and keep a check of the time each takes.
- Organize the reminders and information in different categories in accordance with the time and procedure to approach them.
- Maintain a regular review section of all your goals, projects, vision and purpose.

If you're over-stressed with work loads, then the best option can be outsourcing. Just appoint outsourcing professionals to help you in every type of project, be it your business work or your personal work. You can assign all the non core operations to these professionals. By outsourcing, you can enjoy a relaxed life with all the responsibilities lying on them. The importance of outsourcing is growing with the advent of globalization. India and China are well equipped with off-shoring experts who can deliver you the most efficient solution to projects at the least costs ever.

4. Using 'to-do' lists:

Feeling overburdened with the amount of work? Fed up with the non stop attacks of deadlines? Well, the best solution for all these problems is to use 'to-do' lists on a regular basis. By this, you can keep a track of all your tasks and not forget about any of them. I can provide with certain important suggestions to maintain your 'to-do' list in the right manner.

- All you need to do is to list up all your tasks on a priority basis, that is, with the most important task at the top of the list and the least important task at the bottom.
- In order to make more functional, you must modify it from time to time and yet keep it as simple to follow as possible. Modifying includes changing the priorities of different tasks and shifting them from one place to another.
- You can just manage your entire time and share it proportionately between the individual tasks. In this fast rolling world, time management is certainly a vital aspect when it comes to reaching that ultimate success point of your career.

It should be mentioned in this respect that making a to-do list is just not sufficient enough, as you must use it regularly and finish up the tasks you have listed. This is a useful way to organize yourself. Moreover, with the list in front of you, you can never miss to complete any work at a given time.

Using 'to-do' list will definitely enhance your productivity and help you to make your work load structured. So strengthen your focus and be committed to your work by using a to-do list and achieve optimum success in whatever you do.

5. Increasing productivity:

In the current appraising world scenario, increasing productivity is of massive importance. To outrank the competitors worldwide and be more productive, you need to be very particular about how to manage your time and add hours to your day. It is all about maintaining your to-do lists, prioritizing your tasks, utilizing your hours in a more lucrative business and many more. The first thing which you need to do is to make a motivating mindset. The rest are jotted down below:

- Before bursting out with the highest productivity, just take short and simple breaks. This can be effective in making you refreshed and more motivated in reaching the ultimate goal.
- Find out that time of the day when you can work in the most energetic and effectual way. Be it morning, noon, evening or night time. This will optimize your productivity level.
- Always go for those works which you love to do. This is because things always work the best when you enjoy doing so, instead of doing something which you do not like.

- Keep away from all those things which might distract you while working. These include mobile phones, surfing a number of web browses and many others. Talking of distractions, internet is identified as the most dangerous one. So stay away from it when you're into some serious business.
- Maintain a timer for completing each task. This will help to keep a check on the time and improve on it.
- Always keep a notebook and a pen handy to write down all your ideas and thoughts the moment you get one. In this way, you can keep your mind free from any constant reminder and be able to think of newer ideas and strategies.
- To increase your productivity, don't miss to have a sound sleep everyday so as to keep fit and utilize your working hours in the most efficient manner.

These basic ways and many more meticulous measures can help you to dramatically increase your productivity level and bring great success in your life.

6. **Avoiding procrastination:**

Once you are ready with a foolproof plan and have set your goals to get some work done, the only thing which can hold you back is procrastination. To achieve your goals you need to take action and fulfill them by avoiding any kind of delay or laying back. As you are the best judge of yourself, start assessing the amount of time you waste without doing anything productive. The moment you identify that time, you can convert a part of it for something productive. The following steps can help you a lot to avoid procrastination.

- Make a 'to-do' list to jot down all those tasks which you're supposed to do. This will help you to handle the tasks systematically without making you feel overpowered by their load.
- Create deadlines to complete your work with urgency.
- Deal with individual work on the basis of priority. Always attempt to get the highest pay offs.
- Work on one project at a time rather than getting confused with several work loads together.
- If you get some large project then just break it into smaller ones to make things easy and wrap up the work in much lesser time.
- Get motivated in a positive manner. This implies that if you have a negative notion then do not start off with the work that time. Re-work and rephrase until and unless your mind has a positive notion about it.
- Don't keep any project or assignment pending till the last minute. The moment you know that you have to do it, get started with it right away. Only then can you overcome procrastination.
- Always set target reward on every step of reaching your goal. This instills an inspiration to move further with an enhanced energy.

Avoiding procrastination can be quite easy once you've made up your mind for the same. All these measures help you to build a stronger inner self and achieve success with vigor.

7. Eliminating distractions:

You may often find that your mind gets diverted while trying to reach some goal. Your time stolen, your thoughts interrupted and your energy nuked. As a result we find that we are in the midst of nowhere! All these are outcomes of distractions. Well, distraction can occur to you even when you don't want do. This implies that we cannot control getting distracted. However, you can easily eliminate distraction in order to move on in the exact direction and focus on what you ought to.

- The best way to eliminate distraction is to ignore it. This means that you can easily take control of the situation and decide rationally how and when to react to any such distraction.
- Stay focused by planning all your work on a priority basis. By knowing exactly what you should be doing at any point of time, you can keep yourself engaged and can never get distracted.
- It is understood that you can try to reduce the effects of distraction but cannot avoid it entirely. So this calls for your rational judgment to devote some more time to the vital tasks if in case you need to handle some other task too.
- Before being engaged in some serious task, you should always get rid of any distractive element in your work environment. These include various visually stimulating objects on your desk, your cell phone, TV, email notification in your computer and many such things. These disciplinary acts should also be spread among your co-workers in order to create a good and encouraging working environment.
- Regular meditation can also be an effective solution to eliminate distraction. It trains your brain to remain calm and overcome the hurried feeling about a lot of things together.

Besides following these basic ways, you should also take control of your mind and motivate yourself to just a single direction. Visualize all your goals to make your mind stronger and eliminate all distractions.

8. Staying focused:

In today's world, there are numerous sources of distraction and it becomes really difficult to remain focused on something. It's a very common tendency of many of us to strive to work on many things together. This results in an absolute mess and the outcome is a simple zero. So it is very important that you stay focused on one project at a time and don't get distracted by anything around. You can follow these useful techniques:

- You need to break the huge goals to smaller ones so that putting them into action can be more practical and motivating, compared to the big goals of life.
- Dispatch all distractions as far as possible. There are several such objects which tempt and divert you from your point of focus, such as, mobile phones, TV, radio and various open browsers in your computer.
- The other thing which you can do is to set up filters in your emails to prevent wastage of time reading through numerous emails. You can also put the mails in different folders on the basis of priority, topic and project. This helps you to remain focused with only the vital stuffs.
- Choose your best time when you can be energetic and focused in the task you do. Perhaps you can be so in the morning after a long and sound sleep.
- Music is a great stimulant to the brain. So play the right kind of music to suit with the working ambience. Also, other types of disturbing noises can be cut off effectively with such music.
- It is not always fruitful to think of only the work load at hand. Instead you can just think of the kind of feeling you can experience with the result! This will boost up your motivation and keep you focused till the attainment of your goal.

9. Thinking like a millionaire to be one:

- **Think Big like the Millionaires**

If you want to become a millionaire, the first thing you need to do is to have big dreams like rich people. Ordinary person dreams of small things which incur less cost and can be obtained without degrading or hurting any class of people. But to be successful in life, you must have the courage to think big in mind. After all, you don't need to have big bucks for that. So dare to dream big and set goals where sky is the limit!

- **Appreciate other successful people and envy not**

We often tend to feel jealous of the financially successful people if we cannot reach the same level as them. But this negative attitude hinders our success path and as a result, the poor can be poorer! In fact, most of the millionaires are very good at heart and not dishonest at all. So learn from their ways and make your way stronger.

- **Be a champion, not a defender**

Grow a winning spirit and strive to win every game of life you play. Such positive attitude like a champion can never let you to defend losing.

- **Winners are optimists**

To be a millionaire, you should always look towards the brighter side of life, just like other millionaires and winners do. Ordinary man always tends to be aware of the difficulties in a venture. But to be a winner, you must be striving to check the possibilities out of it and take the necessary risk.

- **Face the greatest fears and problems boldly**

Fear and problems make a person weak and obstruct his success path. As you grow bigger, your problems and fears increase. Instead of shrinking from them, face them boldly and move on in life to achieve optimum success.

- Winners are learners

To do better and better in life always keep your mind open to obtain newer ideas and knowledge. A middle class man is usually egoistic to accept new ideas and as a result, lag behind. So improve your financial condition by acquiring more and more knowledge.

- Positive alliance:

Always make good terms with people who are successful, who are winners. This will enable you to get positive ideas and thoughts and be in the right path to success. By being close to such cream people, you can get exposed to the winning shots and learn from them.

10. In search of excellence:

Excellence leads to increasingly enhancing specialization and the advent of newer disciplines. It is often expressed as a journey and not a destination. In an endeavor to get the best outcomes from mere good ones, you need to implement that special skill within you. If you have that passion for excellence, you can definitely achieve long term profits and optimum success. For that, there is also a constant search for exclusive opportunities and identifying better possibilities to reach the goals.

In this context, there has also been a very famous international best selling book named 'In Search of Excellence', written by Robert H. Waterman Jr. and Tom Peters. Some of the vital themes responsible for the success of the mentioned corporations as discussed in this book are

- Getting exact knowledge from the people who are served by the respective business.
- Continuing with the business that you are well acquainted with.
- An eagerness to get action based outcomes and make proactive decisions.
- Encouraging the champions and promoting innovation.
- Working in a simple set up with a close knit team of co-workers.
- A balanced arrangement of autonomy and centralized values in the workplace.
- A well-planned management philosophy in all the operations guiding the everyday practice, to show the vigor for excellence.
- Stressing on the quality of a project rather than its quantity.

These principles have proved useful in several crucial fields of success. If you wish to attain that point of excellence then simply consider these principles and make yourself more motivated.

11. Dealing with conflict:

Conflict is such a potential that exists everywhere you go. The main cause of its occurrence is unsatisfied desires. That is, people fight whenever they don't get what they want. These desires are essentially for their own vested interests. An individual may or may not be sure of what he wants and in the former case he deliberately acts out to attain his goal.

Since conflicts are inevitable, you must be skilled enough to deal with it tactfully and turn it to your advantage. Some of the basic guidelines which can help you in an unwanted situation are discussed here.

- Whenever you get some warning signs, assess both your personal strengths and weaknesses cleverly. You can just be close to your companions so as to avoid being alone.
- Make a strong base of all your core values to acquire a steady position for yourself. This will act as your weapon to fight back contrary things. It works in the way you ground yourself during a strong lightning. This mission statement can guide you in the proper direction in case of any conflict as it frames up your unique identity and where you are heading to.
- You should never have a negative notion about any outcome. Instead expect good outcomes to come up. This positive outlook can always make things better.
- Keep that laughter in your face no matter what may be the circumstance. A jovial attitude can have a lighter impact on any type of situation.
- Keep your cool and never overreact to lighten any stressful situation. You can never expect every individual to behave in the way you expect it to be.
- In case of any conflict, always try to resolve such situations by setting appropriate goals. Try to get some common point in between the two parties and get an outcome based on a positive solution.
- While dealing with some conflict, you should never bring emotions into the scene. The reason behind it is that any outcome coming out of emotions is doubtful and never fruitful. So here you need to put in your logic and think rationally before reaching to any conclusion.

These are some of the guidelines which can help you in dealing with conflicts in a rational manner and grow and gain power out of it.

12. Nurturing humor and creativity:

Putting in the element of humor to creativity in your projects has time and again proved to enhance productivity. It is actually a very good idea to make your task fun filled to make it easy to handle.

As opposed to the traditional methods and methodologies, every company is striving to look forward to boost up creative thinking. Moreover, in the present world scenario the competition is far flung compared to older days. This calls for thinking of something new

at every stage of the productive process. So you need to have effectual and interesting solutions for each project, in order to outrank all your competitors in the world market.

If you want to achieve success by mixing humor along with creativity, then you can go appoint more creative employees, form a work ambience which is leads to more creative thinking. You can always look for ways to enhance your creative skills. Whenever you think of any new idea don't miss out on the humor part of it. This can really draw in more and more attention of people and increase the productivity of your project. But while putting in humor, you must take care of one fact, that is, there should be planned humor in it. Otherwise you can face negative outcomes for the same.

It has been studied that people who possess a better sense of humor are usually more creative. Hence, if you can have a good laugh from your co-workers on the job then the overall creativity level is bound to boost up!

