

## Video Transcript

### Time Management Techniques for Stress Free Productivity by Young Entrepreneurs Forum

One of the main causes of being stressed out in the office is lack of time for other important things outside of work. Being so career driven, a busy worker can even lose his touch with time, losing the ability to distinguish between sunrise and sunset. You are too busy even to have a social life and recreational activities. Eventually this situation leads to stress, anxiety, and even burnout. It is important to know that you have control over time and that you can maximize to achieve your daily tasks and still leave behind precious time for yourself and your family. So, let's dive into some time management techniques that helps you to live stress-free life.

- Knowing the time wasters. Recognize which activities that waste your time. Don't concentrate any more on what is unimportant and irrelevant.
- Focus on personal productivity. Check your schedule. You may get clues as to where you are losing more precious time. It could be unclear assignments or poor scheduling.
- Look to the present and do not stay in the past. Yesterday is gone it is now part of history. You can't bring it back anymore. Life is meant to be lived in the present, the now that we are so capable of changing, the present in which you can make vital choices that affects your future.
- Write a daily schedule regularly. A written daily schedule will aid you on how to budget your time. Write down your activities and include activities for your family and friends. Set a significant time for leisure, like biking, watching a movie, or reading a good book. A well-written schedule is the way for you to have a more balanced life.
- Prioritize. Write a list of things to do. Each task should be properly labeled in order of difficulty, with the toughest job first then the easier ones.
- Don't let others dictate your schedule. Always be in charge. Don't allow intrusions, like a cell phone or telephone call. Schedule your appointments and create boundaries.
- Turn your life around. Trying to do everything or being a workaholic so you can just be able to reach the top is not what success is all about. Transformation will begin the moment you decide to change and make an intense personal commitment. Time management affects your relationships, your physical needs, your attitude, and your work life.
- Make every minute count. Break apart your day into 10-minute blocks of time to make quick re-evaluations and put it into practice, into action, and not just visualizing it. Time is the essence make it count and not in pursuit of things that gives you too much stress that may even give you anxiety panic attacks.

The hurdle to change is the first step but taking action is another after that anything is possible so manage your time so you can set achievable goals, strive for excellence, break bad habits, use money wisely, control your fears and anxieties, be more enthusiastic, and gain more personal growth.

Life is a continuous process of learning something new. There are times that maybe even 24 hours is not enough because if you look more closely in the bigger picture is like putting together a piece of the puzzle. Life is what we make it. Working too hard and not spending quality time for others will determine if you have really been a success. Failure starts the moment that you make unnecessary pursuits and next thing you know you wished you could turn back time.