

9 TIME MANAGEMENT TECHNIQUES FOR MARKETERS

1 Track your time using apps like RescueTime so you know EXACTLY where it's going.

2 Implement the 80/20 rule in order to only focus on the tasks that matter.

3 Set up systems that you follow time and time again every time you do a task.

4 Automate and outsource any low level tasks that take up a lot of time for little return.

5 Spend more time planning up front and save time later.

6 Make a 90 day plan with clear goals to meet and break down HOW you'll achieve each plan.

7 Limit the time you spend on time wasting activities like email, social media, chat apps, watching videos etc using StayFocused.

8 Set regular working hours to stay productive and stick to them.

9 Stop information overload by blocking out websites you visit often, unsubscribing from email lists, and stop buying products.