# 4 Effective Time Management Tips to Maximize Productivity

Everybody's been here; you find yourself answering personal phone calls at work, clicking through websites, and talking with your coworkers only to discover that it's already lunchtime and you haven't accomplished anything. If this scenario has become a daily occurrence for you, it's time for you to take action. Here are four useful time management tips that will help you to maximize your productivity.

## Determine Your Time-Wasters

Start your day off by making a list of all the things that you know tend to waste your time. Keep the list nearby and when you notice that you are wasting time, add that time-waster to the list. Doing this on a daily basis will help to serve as a reminder of those things that you shouldn’t be doing through the course of the day, like watching those cute cat videos when you know you should be responding to emails.

## Get Rid of Social Media

The average person spends 3.6 hours a day socializing online, according to a study conducted by Ipsos Open Thinking Exchange. To keep yourself from regularly checking your social media pages and wasting time, remove the social media apps from your phone, as well as from the toolbar on your computer. This can help keep you from checking for updates when you should be working on your report.

## Complete Important Tasks First

It's effortless to start your day working on the easy tasks. It makes you feel like you are actually accomplishing something, even when you are avoiding the big projects. However, by the time you've completed the easy tasks, you've wasted your day and are reluctant to start on the work that is a priority. To increase productivity, start work on the most critical tasks at the beginning of your day. This will provide you with some relief and the rest of your day will be smoother.

## Make Use Of Dead Time

When you’re stuck waiting at the doctor’s office or are headed home on the train, make use of that time to accomplish some tasks. Rather than wasting your time staring out the window or flipping through that two-year-old magazine, you could respond to your emails or take notes on your next big work project. Always try to do something productive during your dead time.

If you want to become more productive, then you have to work on your time management skills. Utilizing these four tips can help you better manage the time that you have so you can get more done.