# The Best Ways to Improve Productivity Through Time Management

If you've resolved to work smarter, stop procrastinating, and be more productive this year, your regular work routine may have already subverted your best intentions. When it comes to changing the way you do your work to improve your productivity, you may stumble with roadblocks because your current processes have become a habit. The biggest mistake you can make when it comes to time management and productivity is that you continue to use your time for activities that are no longer deserving. Here are some of the best time management tips to help boost productivity.

## Stick to the 15-Minute Rule

Jason Womack, a workplace performance expert, suggest you organize your workday into 15-minute chunks. If you work a typical eight hour work day, that gives you 32, 15-minute chunks. The reason why 15-minute pieces are so useful is that it's long enough to get something done and short enough to find in your day.

## Know When You’re Done

Continuing to spend your effort working on something that is mostly complete is a significant waste of time that you probably aren't even aware that you are doing. When you are working on a task, you need to ask yourself the question, "When am I done?" For instance, if you are reading a non-fiction book, you're done once you've learned something from the author that you didn't know before.

## Eliminate Distractions

While eliminating distractions isn't a new or novel idea when it comes to time management, but avoiding specific distractions is hugely useful. If your manager tends to stop by your desk and interrupt you with questions, consider preempting them by heading to their office a few minutes before the hour and find out if they need you for anything or if they have any questions.

## Identify Verbs that Need Attention

Organize your to-do list around verbs like, call, draft, prepare, schedule, review. These kind of tasks are generally ones that you can complete in a single sitting, and that will help to move your larger projects forward. If you have big-picture verbs on your list, like plan, discuss, create, and implement, try to replace them with actionable steps that will break down your more massive project into more manageable tasks.

Becoming more productive means that you need to manage your time effectively. These simple tips can get you on the right path to better time management and ultimately a more productive future.