7 Tips for Time Management When Working from Home

If you decide to begin a home-based business, and especially if you manage to quit your normal day job while doing so, you'll be in a unique situation. For perhaps the first time in your life, you'll be in total control of 100% of the time that goes by each day.

You won't have a supervisor telling you how to spend your time, and you won't even have specific deadlines that keep you motivated and on pace to complete tasks in a timely manner.

This type of freedom can be a great benefit to some and a massive disadvantage to others. The difference between these two types of individuals largely comes down to their ability to **manage time effectively**. By understanding the secrets of time management, you can maximize the effectiveness of the time you spend working, minimize common time wasters and ultimately have more time to do whatever you want to do. Here are some ways how:

1. Plan ahead – but not to a fault. It's wise to plan ahead for the major tasks you want to accomplish each day. However, creating a minute-by-minute schedule will not only take a lot of time in itself. It will also mean that even a minor distraction or forced change in plans, which is often inevitable, will throw a major wrench in your schedule.

2. Prioritize, prioritize, prioritize. Your daily schedule should largely consist of the most important tasks you want to accomplish for that day. Many people like to assign their most difficult and time consuming tasks to the beginning of the day, when they're energized and motivated to work.

3. Eliminate or consolidate less important tasks. Do you really need to check your email 20 times per day? Is visiting with friends on Facebook taking up more time than you realize? Are you spending hours perfecting that graphic for your blog when the version you came up with 2 hours ago would've worked fine? Eliminating or consolidating tasks on the bottom of your priority list makes room for the ones on top.

4. Do it right the first time. Constantly saying "this is just a rough draft" about every task you do leads to one thing: doing every task twice. There's always a place for revisions, but use them judiciously and try to complete a task the way you want it to be completed the first time around.

5. Just start it already! Many people don't realize how much time they spend dreading an upcoming, un-fun task. In reality, this time could be better spent just accomplishing the task. Remember that virtually everything can seem difficult until you actually start it, at which point your confidence levels naturally rise.

6. Delegate tasks carefully. "If you want something done right, you'd better do it yourself." That old saying is definitely true of certain things – after all, constantly revising work performed by others would break our "Do it right the first time" rule. However, you must learn to place your trust in others and allow them to help with tasks when they're willing. Even a younger child should be able to assist with certain tasks rather than sitting in front of the TV while you work.

7. Stay healthy. Perhaps the biggest time waster of all is failing to keep your mind and body in proper shape. Without ample sleep, regular exercise and proper nutrition, you'll be fatigued and demotivated by the simplest of tasks. Managing time effectively isn't just about having a lot of time, but rather what you do with the time you have.