

Twitter Thread by Tar ■

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**I have been asked this Q a lot
So answering here for benefit of all**

1. I am no expert in managing time, just got better at it after years of practising, still lots to learn

2. 24 hr is a lot of time

Track each hr of your time for a week and you will see how much of it is wasted

Can u check ur dm once ? When u find time ?

— Naishadh (@Naishadh3) [September 3, 2021](#)

3. You cannot accomplish everything in a day but you certainly can accomplish everything in a week.

Set goals every night for things you want to accomplish the next day and set goals on a Sunday for things you want to accomplish the coming week.

4. Create To Do Lists

The small act of striking something off your to do list triggers dopamine in your brain that helps you keep going

5. Learn to prioritise

Not everything and everyone is equally important, so you will have to learn to prioritise one over other

6. These are just some of the things I do. If required will write a detailed post on things I do to manage my time.

7. Recommended Book to read on this subject

Make Time

Atomic Habits

8. Recommended YouTube channels to follow

Ali Abdaal

Thomas Frank

Matt D'Avella

Will leave you with my favourite quote

"The trajectory of your life bends in the direction of your habits"

Improve your habits, get control of your time and see how your life transforms.

Have a happy and productive day ahead ■■