

TIME MANAGEMENT **TRICKS**

NOT-SO-CRAZY WAYS TO GET
MORE DONE IN LESS TIME

5 MINUTE
TIME TRICKS

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As you probably know... there are lots of productivity tips out there.

And since the whole point of this product is to help you manage your time, here are five different 5-minute time tricks... ;-)

#1: CREATE A TIMED TO-DO LIST

Parkinson's Law states:

“Work expands so as to fill the time available for its completion.”

So if you only have 10 minutes to write an article before a doctor's appointment, you'll be focused on getting it done in that time span. In the [Time Management Tricks](#) course, you'll see exactly how to create your timed to-do list.

On the flip side, if you give yourself 2 hours, you'll find your way to Facebook, Twitter, and YouTube before even writing your first word.

#2: CREATE STEP-BY-STEP PRODUCTIVITY CHECKLISTS

Anything you need to do more than once requires a repeatable system to follow.

The goal of this checklist is to **simplify a task** and **systemize it**. There really should only be 1 or 2 ways to do a task, it should be THAT foolproof.

Exercise: Write down the precise steps you would take to post a PLR article onto WordPress. (*Hint: It should be at least 15 steps. The answer is inside the [Time Management Tricks](#) course.*)

#3: HAVE AN “ACTION TO STUDY” RATIO

Jason Fladlien coined the term “action to study ratio” as a way to demonstrate that you should be taking action more often than you're studying.

For every 3 hours of action, give yourself 1 hour of study. Or 5 hours of action to 1 hour of study, or however you want to do it... just make sure that you're spending far more time taking action than you are reading about it.

#4: ACCOUNTABILITY

Having some kind of accountability to your goals will help make sure that you reach them.

There are several ways you can do this. Some examples include using Action Enforcer (included with [Time Management Tricks](#)), posting your goals in marketing forums, or telling your friends and family.

Another particularly cool idea is using [StickK.com](#). This is a **free** service where you announce a goal and tell your friends or accountability partners about it. You also designate a “referee” friend who ensures you're doing what you've committed to.

#5: SLIP INTO YOUR “FLOW STATE”

Flow is a mental state where you're fully immersed in feeling energized, focused, and fully involved in your task at hand.

You know when you're in your flow state when you completely ignored any sounds or calls and completely lose your sense of time.

To slip into your state of flow, you *must* have a specific goal in mind *before* you begin, that way you don't waste any precious time or brain power deciding what to do next.

Next, you need to focus on building your momentum and concentration, which involves strengthening your sense of self-control to push away distracting thoughts.

It takes practice, but over time you'll learn how to slip into your state of flow.

WANT MORE INFORMATION?

If you really want to ramp up your productivity levels, you owe it to yourself to check out the rest of the information from TimeManagementTricks.com!

You'll learn:

- The hands-down BEST way to structure “to do” lists so that you're **practically forced to get things done...**
- **If you make this one mistake, you're defeated before you even begin...** and most people would NEVER guess it...
- **What you absolutely MUST do with EVERY single task you take on** — or else be doomed for failure...
- The best ways to schedule your day so that **you can REALISTICALLY make HUGE progress...**
- **The “Step By Step Checklist” idea that is as good as adding 3-4 extra hours to your day...**
- How you can take HUGE goals and break them down into manageable pieces **(Follow this for a year and you'll be ASTONISHED at everything you've accomplished.)**
- A ridiculously simple way that you can **make whatever you want to happen, happen...**
- **What crepes have to do with YOUR success... (Get this and you'll be 80% of the way there.)**
- ...and a LOT more!

[Head over now to see for yourself!](http://TimeManagementTricks.com)