



So how should we use our time? Somebody has a lot of time, somebody hasn't a lot of time. It doesn't matter how much time you have. We have 24 hours in a day. Everybody's time is different. Schedule important things first. But where can I find at least one person who use his time like he should? I guess nobody does. Sometimes I wish to have 48 hours in one day to have time to do everything that I have to do. We have 24 hours in a day. Eight hours should be for sleeping, in a good case. Nine hours we give for working, as many people do. We have about seven hours to transport, personal Affairs, rest and food. Keeping a time diary of how exactly you spend your time throughout the day is one of the most powerful ways to discover how you can better use your time. Keeping a time diary:

Allows you to see patterns and trends in how you spend your time

Lets you see what activities impact your productivity the most (whether getting a good night's sleep affects your motivation the next day)

Makes you second-guess yourself when you want to spend your time on low-leverage stuff

Lets you see whether how you spend your time matches up with your priorities (if you consider family important, but spend every night watching TV)

When you keep a time diary, it's much easier to make changes to how you spend your time, because you can see, right in front of you, exactly what changes you need to make with how you spend your time. When I track my time, I keep it as simple as possible in order to reduce the mental friction I have to actually tracking my time. In front of me, throughout the course of a week, I keep a notepad that tracks: what I'm doing, when I start/stopped an activity, and any observations I have.

Keeping a diary of exactly how you spend your time seems simple on the surface, but produces profound results when you actually do it.

You may have heard of the 80/20 rule, which says that 80% of your results come from 20% of your efforts. I like looking at the 80/20 rule a different way:

every action you take is either high or low leverage. The higher leverage an activity is, the more you'll get out of a small amount of effort.

Some people invest their time into low-leverage activities, which they get almost nothing out of. Take watching TV, for example. If you watch 3 hours of TV a day (the average is more than 4) and you live until you're 80, you'll spend 10 years of your life watching TV! That's time you'll never get back, and time you could have invested into a much higher leverage activity, like reading a book, having a coffee with someone you want to learn from, exercising, writing, or meditating.

When you invest your time in high-leverage activities, you can cut the cruft from your life and make sure that what you invest your time in the activities that produce the greatest returns on your time.

Everyone spends their time differently: one person may invest a lot of time into developing a successful career, while another may care more about investing their time into building a rewarding family life.

Take the time to think about what you really, truly care the most about, then invest your time in what you care about. This seems like simple advice, yet hardly anyone does it. A lot of people wing their way through each day, not thinking about whether how they're spending their time will produce meaningful results.

I think the only way to make sure you get the most out of your time is to start with what matters the most to you, and work backward to your actions to figure out how you should act.

This may sound like a corny tip, but it isn't. You really don't have that much time.

If you're average each work day you'll spend: 6 hours sleeping, 8 hours working, 1 hours eating, and 1 hours doing chores around the house, leaving you with about five and half hours left over for doing what you want to do. And these figures don't include investing time into your relationships, caring for others, or any other commitments you have already.

You start every day with 24 hours, but once you subtract all of commitments from that, you're not left with much. When you constantly remind yourself how little time you have, you light a fire under yourself to make the most out of

your time. You start to say “no” to commitments that don’t mean much to you. You bring more energy and drive to your work. You become more defensive of your free time, and make the most of it.

Knowing just how little time you have will let you put the time you do have to much better use.