

HAVE More Time

Fuad Al-Qrize

&

Maher Asaad Baker



Have more time

Have more time

Fuad Al-Qrize

&

Maher Asaad Baker

Copyright © 2022

All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher.

ISBN: 9783756203833

DEDICATION

To all our friends, thank you.

CONTENTS

Introduction.....	2
Find more time	9
Productivity is important.....	19
Take frequent breaks.....	28
Time and goals.....	37
Focus.....	49
A better time	54
DISCLAIMER	58
ABOUT THE AUTHORS	60

ACKNOWLEDGMENTS

This book is based on the author's personal experiences. The information provided within this book is for general informational purposes only. While we try to keep the information up-to-date and correct, there are no representations or warranties, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the information, products, services, or related graphics contained in this eBook for any purpose. Any use of the methods described within this book are the author's personal thoughts. They are not intended to be a definitive set of instructions for this project. You may discover there are other methods and materials to accomplish the same end result.

“THE TWO MOST POWERFUL
WARRIORS ARE PATIENCE
AND TIME.”

- LEO TOLSTOY

Introduction

Each of us has the same amount of time to start the day, but how you use that time and how much you get done with it is all up to you and your decisions.

Making your day as productive as you need or want it to be is the key to making every second count and avoiding spending it on things that don't actually matter.

There never seems to be enough time in the day to finish all of the daily tasks, therefore time management seems to be a problem in practically everyone's lives.

You could probably use a few extra hours in the day whether you are a stay-at-home parent, a working parent, or you work outside the home.

Proactive people are typically the ones who get things done.

They make objectives for themselves and work toward achieving their aspirations.

They must be organized and choosy in what they do with their time if they want to do this.

Utilizing your time productively and efficiently is the definition of time management, but what happens when you are working as productively as you can yet still can't do everything?

It might be more useful to conceive of time

management as a combination of using your time productively and setting priorities.

In other words, those that are strong at managing their time are also good at moving forward and getting things done.

However, they are also better at setting priorities, determining what actually needs to be done, and then letting the rest go.

When it comes to setting priorities for your time and effort at work, home, or when studying, knowing the difference between urgent and significant tasks is essential.

It helps you determine what needs to be done first and what can wait or be skipped altogether.

For instance, if you put off work that is urgent yet trivial, you might find that it is now superfluous.

Without giving up control of your time to anyone else, this enables you to automate your meetings.

It's acceptable that some people still use a paper diary and to-do list.

However, there are currently many programs available to help you with scheduling if you enjoy technology.

Have more time

“LOST TIME IS NEVER FOUND
AGAIN.”

- BENJAMIN FRANKLIN

Find more time

Do you need one more hour in the day?

Get up an hour earlier and drink your first cup of coffee or tea while working on your emails, responding to emails, and posting to

forums on the internet.

The fact is that time is a limited resource that is in high demand. We all have the same amount of it.

But while some of us have created the time for the activities we enjoy, others have let the incessant demands, pressures, and obligations of life control their schedules.

The first step to freeing up your time is to sit back and evaluate your life.

You must set aside at least one hour.

Better would be a few hours or half a day.

A full day would be fantastic.

Even better would be a weekend, albeit this is not always feasible for most people.

Use this period of time to step back and consider your life.

The first step is taking some time to stop, reflect, and make plans. We'll look at some of these things in the items that follow.

Keeping track of your activities and time is the most important aspect.

You can do it the old-fashioned way with a notepad and a pen, or you can embrace technology and use one of the many online time tracking apps.

Keep a record of everything you do and every hour.

How many bathroom breaks did you take, how much time did you spend catching up on emails, and how much time did you spend lazily scrolling through social media during your lunch break?

What are you wasting your time on that isn't on your essential list?

Take a close look at these items and consider whether they are necessary or if there are ways to reduce, minimize, or eliminate them.

Sometimes you do things because you believe they are necessary, but if you think about it, you can find ways to eliminate them from your life.

Determine what you do simply to waste time, perhaps surfing certain websites, watching TV, talking a lot at the water cooler, and so on.

You'll want to cut back on these time-wasters to make room for the more important things, the things that make you happy and that you enjoy doing.

A specific period of time designated for uninterrupted productive work on a topic or project is known as focus time.

You may prioritize the chores that need your full focus to generate high-quality results using this time management technique.

Schedule time on your calendar for heads-

down work, whether you're a manager or a maker who has to spend time writing, coding, creating, or researching. This will not only help you get it done but will get it done faster and with fewer distractions.

Create a to-do list for all the significant things you set out to accomplish, then cross off items as you complete them to track your personal productivity levels.

Consequently, if you manage to successfully accomplish three out of five activities on your to-do list, your personal productivity levels

are quite productive.

You'll be looking for methods to make time available as you sit down and consider your life and what you want to do versus what you really do.

It's imperative that you take a blank weekly plan and allot blocks for the things you enjoy, the ones on your necessities list.

What time will you work out, for instance, if you want to?

Put the time slots on your calendar and

designate them as your week's most crucial appointments.

However, bear in mind that personal productivity applies to all of your goals, not just those related to work.

The same approach should be used to assess your weekend productivity if you want to deep clean your home.

Plan the rest of your time around these intervals.

Have more time

“TIME ISN’T THE MAIN THING.
IT’S THE ONLY THING.”

- MILES DAVIS

Productivity is important

How long should you dedicate to serious work as opposed to shallow labor?

This greatly depends on your function, but completing them well is what matters most.

Put all of your shallow work in one place to prevent it from slowing down or obstructing your deep work sessions.

You must understand yourself in order to develop a time management plan.

You must be aware of your personality, organizational skills, and level of self-discipline.

Additionally, you need to have a solid understanding of the time management techniques that suit you the most.

You can't expect to overnight alter years of working habits.

Over time, even small adjustments to your work habits can have a significant influence on your productivity.

Start with one method and progressively add additional as you learn which ones are most effective for you.

When you frequently have to answer to someone else, whether it's via weekly check-ins with a coworker or setting your own

deadlines and telling others of them, you are forced to finish the task at hand.

The ideal method to manage your time is to set aside time for less crucial chores so that you may concentrate on more crucial ones and, hopefully, keep them from becoming urgent.

This will lessen your stress by limiting the number of urgent priorities you have.

When you schedule tasks, it is much simpler for you to communicate with others about

when the work should be finished.

Setting deadlines for each activity is an excellent method to make sure that things don't always get put off till the last minute.

Prioritizing is crucial, but ignoring less urgent activities on a regular basis will only make your life more stressful in the long run.

If you are a manager, be explicit about deadlines and assist your staff in priorities their jobs by working with them.

Spend a few minutes breaking down a task on your list into manageable pieces if you find

that you tend to put it off because it feels overwhelming.

Make sure everything has a place and that your workspace is uncluttered.

The top priority is to clear the clutter.

If you don't need it, throw it away, donate it, or sell it.

After decluttering, you can create an organization system.

You offer yourself the best chance to boost productivity when you are organized.

You typically make more errors when multitasking.

Set up a work environment that encourages the completion of one task at a time to the best of your ability.

It's unlikely that we can devote hours at a time to a single task, but even committing to monotasking for five minutes can boost productivity.

The neural networks in your brain must retrace their steps to determine where they

left off and then rearrange when you switch between tasks.

When considering your own time management habits, consider whether they boost productivity.

“TIME IS A GREAT HEALER,
BUT A POOR BEAUTICIAN.”

- LUCILLE S. HARPER

Take frequent breaks

Employees may find it difficult to feel comfortable taking breaks, especially in a work culture that values busyness.

Being busy, however, is not the same as being productive.

Taking frequent short breaks can actually increase productivity and allow you to accomplish more in a day.

You can improve your performance by taking regular breaks.

According to research, taking a break can be very beneficial to you and your work, micro breaks, lunchtime breaks, and longer breaks have all been shown to improve well-being

and productivity.

Taking breaks can help you:

- * Assist you in reevaluating your goals
- * Increase productivity and assist the mind in refocusing
- * Reduce injuries, aches, and pains in the body
- * Increase your creativity.
- * Reduce stress and increase employee engagement

It has been proven to be beneficial to give your brain some downtime to prevent losing

attention and making careless errors that slow you down.

Feel free to check your fantasy football numbers or go for a quick lap around the block.

As long as you immediately get back to work after experiencing this mental and physical disengagement, you will be more productive.

It has also been discovered that social breaks, such as speaking with your friends, are advantageous.

You can share your experiences and come to feel a member of a group through social interactions.

During a social break, there is a favorable correlation between this sense of relatedness and feeling rested afterward.

It has been demonstrated that taking pauses is crucial for recuperating from stress, which might enhance your performance.

Recovering from work stress can increase mental and physical vitality, as well as lessen the occurrence of cardiovascular illness,

sleep difficulties, and weariness.

You may neglect breaks if you become engrossed in your work or become irate because something isn't going according to plan.

Here are some suggestions to help you remember to take regular breaks to recharge: schedule break times with your coworkers and encourage one another to keep them; choose an enjoyable activity to do during your break; pay attention to any benefits you experience while taking a break; this will

stick in your mind and inspire you to take breaks in the future, and set an alarm on your phone to remind you to do so.

During your breaks, avoid highly stimulating, addictive activities.

Choose break activities that allow your mind to relax rather than low effort, high dopamine activities like checking social media or playing Candy Crush.

Allowing your mind to wander more frequently can lead to new insights that

would not have occurred to you in a heads-down work mode.

Many creative people say they get their best ideas in the shower, bath, or while doing menial tasks.

All of these activities allow your mind to shift from focus to relaxation.

Choose an activity that does not stimulate the same part of the brain that you are using for work.

Have more time

“TIME YOU ENJOY WASTED
WAS NOT TIME WASTED.”

- **JOHN LENNON**

Time and goals

You might find it easier to incorporate a new tool or organization strategy into your workflow if you set a goal.

If learning new tools is difficult for you or your team, setting a goal could be an effective method to spur you on to use the tool for long enough to form a habit.

Time management is one of the most effective skills available, and it has a significant impact on both your professional and personal life.

You will lose your personal time for work if you do not properly use your time to be productive.

You can't achieve your goals if you're constantly wasting time.

Time does not discriminate against anyone based on their age, religion, gender, or income.

Employees are less likely to waste time at work when goals have been established within the organization.

With a set number of specific goals, employees will always have a task that can be completed to help them achieve the goals.

This can help to avoid situations at work

where employees are unsure what to do next.

Employees will be concentrated on what has to be done to ensure success rather than wasting time on things that do not advance the general objectives of the company.

The business can increase productivity and its bottom line by effectively managing all of its working hours.

Dealing with time wasters during the day is a major detractor from effective time management.

Setting goals makes it easier to manage all work time effectively.

Setting time management goals is crucial for developing certain abilities like planning, prioritizing, and organization that helps you manage your time and complete crucial activities.

The key word to remember here is "goals."

Once you have a list of tasks to complete, you will be more likely to develop a routine that will assist you in completing your most

important tasks—those that directly contribute to meeting your goals.

Without proper time management, you may be able to make some progress toward your goals.

Prioritizing projects can help you finish urgent and vital work before less important ones.

Before establishing any goals pertaining to your professional priorities, you might want to give them some thought.

When you are aware of your priorities, you may evaluate whether the tasks you are assigned at work support those priorities.

However, if you incorporate effective time management skills into your daily life, you can thrive and achieve your goals quickly.

The sole distinction between a man who is successful and someone who is having difficulty at business or in their personal lives is how they manage their time.

Setting realistic objectives for yourself can

help you get closer to accomplishing them, which is the first step to changing the way you manage your time.

Along with your goals, you should note your routine and any time-wasting habits you may have.

You could set goals to aid in avoiding distractions or work for extended periods of time to finish challenging jobs.

Setting goals can help you get rid of distractions that are personal, professional, or

habitual.

You can determine how much time it takes you to complete particular chores by setting priorities and keeping track of your time for a few months.

By using effective time management techniques, you may avoid setting impossible deadlines that you can't reach and disappointing your clients.

As you will be in charge of accurately recording and analyzing your own time, you

will also start to hold yourself more accountable.

You will have less worry once you are confident that you can accomplish your objectives and meet deadlines.

When we have objectives, they subtly influence our thinking in a way that gives us the drive to actually work toward reaching them.

A goal can inspire good behavior and a good attitude.

Making plans and carrying them out can improve your time management and increase your readiness for deadlines and meetings.

If you want to better prepare for important meetings or you feel that particular times of the week, month, or year are unmanageably busy, you may set planning goals.

“MEN TALK OF KILLING TIME,
WHILE TIME QUIETLY KILLS
THEM.”

- **DION BOUCICAULT**

Focus

One of the easiest time-management techniques that has the potential to totally transform your life is the Focus Time technique.

Set a deadline for the task's completion, stay focused on it until then, and you'll reap not only increased productivity but also an unexpected sense of satisfaction.

After a full six hours of work, some of us feel content.

Effective time management involves not multitasking or working nonstop for long periods of time.

You may accomplish much more, complete

tasks to a better standard, and also free up more free time by working smarter, not harder, and complementing your natural focus.

How many times have you wished there was a way to pour all that knowledge into your head, or a more productive strategy that would help you stay awake and focused for hours?

Whether you like productivity hacks or not, the Focus Time technique is a surefire way to boost your productivity.

Working in short intervals may appear unnatural at first, but try to stick to the format.

After all, you're trying to form a new habit, which can be difficult and time-consuming.

**“THE FUTURE STARTS TODAY,
NOT TOMORROW.”**

- JOHN PAUL II

A better time

We might theoretically spend less time earning money, cleaning and doing the dishes, or cooking and eating and still be fine.

Time pressure is a result of a shortage of time.

We can connect some of the causes of the time crunch to our own mind rather than simply blaming the clock.

We think that we could do anything if we had enough time.

There is no way to go back, and the decisions you make about how to spend your time will have a big impact on how happy you are.

Have more time

You don't need more time; you just need it to
be a better time.

Have more time

“TIME IS MONEY.”

- BENJAMIN FRANKLIN

DISCLAIMER

The information in this book is based on the author's knowledge, experience, and opinions. The methods described in this book are not intended to be a definitive set of instructions. You may discover other

methods and materials to accomplish the same end result. Your results may differ.

There are no representations or warranties, express or implied, about the completeness, accuracy, or reliability of the information, products, services, or related materials contained in this book. The information is provided "as is," to be used at your own risk.

The information presented is the author's opinion for informational purposes only.

ABOUT THE AUTHORS

Fuad Al-Qrize (In Arabic: *فؤاد الكريزي*), is a Yemeni Journalist, Producer, Author, Writer, Screenwriter, and Musician, Born on January 1, 1990.

Other than being the youngest successful effective TV and music producer, he is also a well-known author in Yemen, he is considered the youngest producer in Yemen.

Maher Asaad Baker (In Arabic: *ماهر أسعد بكر*), is a Syrian musician, VFX & Graphic artist, director, and author, he was born in Damascus in 1977. Since his teens, he has been building up his career, starting by developing applications and websites while exploring various types of media-creating paths.

He started his career in 1997 with a dream of being one of the most well-known artists in the world.

Reading was always a part of his life as he was always surrounded by his father's books, but his writing ability didn't develop until a later age as his most time was occupied with other things such as developing, writing songs and music, or in media projects production, he is most known for his book "How I wrote a million Wikipedia articles" and a novel entitled "Becoming the man".

Have more time

HAVE MORE TIME

BY

FUAD AL-QRIZE

&

MAHER ASAAD BAKER