



PRODUCTIVITY CHECKLIST

**5 Habits to Break So You Can
Gain More Free Time Daily**



Time is your most valuable non-renewable asset. You get 1440 minutes each day and it's up to you to use them wisely. Here are 5 habits that you need to break now so you can gain more free time daily:

Hitting The Snooze Button

The time you take to snooze is insufficient for you to get deep restful sleep. So that time could be used to do something more beneficial. If you snooze for 20 minutes a day, that adds up to 121 hours a year! What could you do with that additional time?

Multitasking

When you multitask, you may think that you're maximizing your time but you may be wasting it. Your brain is actually switching its focus between multiple tasks and each time, it has to refocus on the task at hand which can take up to 23 minutes. So it may take longer to complete your tasks which means you'll have less free time.



Checking Your Phone Regularly

The average person spends over 2 hours on their phone each day and checks it over 50 times daily. That's over 14 hours weekly and over 730 hours annually! If you want to have more free time during the day, check your phone less and reduce your scrolling time on social media.

Holding On To Perfectionism

If you're focused on doing things perfectly at the perfect time, it's likely that you may never start or it will take a longer time to achieve your goals. The truth is perfectionism tends to lead to procrastination. So focus on progress, not perfectionism.

Saying Yes When You Need To Say No

If you say yes to every invitation, event and request, you will overcommit yourself. You won't have sufficient time to work on your goals. Saying no when you need to will help you to gain more free time so you can focus on your priorities.



Next Steps

I hope this checklist helped you to identify habits that you need to break so you can gain more free time daily.

You can also use this checklist daily to evaluate your habits.

If you need help to get more done so you can stop feeling overwhelmed and start having more free time daily, book your **FREE Time Management Assessment** Call now.

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