

# 5 Tips for Getting More Done Every Day

## **Make a Reasonable To Do List**

Make a to do list each day. Limit it to 3-5 things you really need to get done and if you have time you can always add something else to the list. If you find you have trouble limiting your list, try making the list the night before when you are tired from the day. That can help to keep your list from being too long.

## **Start Your Day the Night Before**

Doing a few things the night before can help your day go so much more smoothly. A few things I do the night before that helps me get a jump on the day are get my clothes out for the next day, do a quick pick up around the house before bed, and clean the kitchen.

## **Get Enough Rest**

Getting enough sleep can make a big difference to how much you can get done in a day. A couple of things that help me to get enough rest are go to bed and get up on a regular schedule. Stick to my bedtime routine to help me get to bed on time and start to wind down from the day.

## **Stay Focused**

Multitasking can actually keep you from getting things done instead of helping you get more done. Be sure to focus on one task start to finish before you start another one.

## **Say No**

There are good things to do and then there are the most important things you want to get done. By saying no to the good things you have enough time in your day for the most important things in your life.

