

## **8 REASONS - Why You Never Have Sufficient Time**

### **Never say "I don't have enough time" ever again!**

Are you usually wishing you had longer days available to you? The truth is you almost certainly have enough time. You are just not focused, and you are not using some time wisely.

Everyone receives 24 hours each day. There is a reason why some people are accomplishing far more than you and are still able to find time for all of their commitments.



These reasons could be why you never have enough time:

#### **1. You fail to prioritize.**

What is the most important activity you need to complete in order for you to accomplish your objective? If you are not asking yourself this question regularly, you are not maximizing your investment of time and energy. It's easy to remain very busy but fail to accomplish much.

- Ask yourself, "What is that "one" thing that I must accomplish?"
- Then ask yourself, "What is the best way for me to accomplish that?"

#### **2. You waste time.**

This could be due to procrastination. It could be due to inefficient work habits.

- Make the choice to avoid wasting time, period.

#### **3. You are disorganized.**

Lack of organization makes everything suck up too much time. You spend time

searching for a pair of fresh socks, your car keys, looking for files on your computer, and trying to pull off things at the eleventh hour.

- Disorganized people never seem to possess enough time, and they're frequently late with their work.
- Make an effort to organize yourself, as well as your life. There are many resources dedicated to organization. Use them.

**4. You have got too many distractions in your life.**

It might be low-quality social interactions, television, sports, your gaming obsession, clutter, or your prize-winning garden. Having too many non-value-added things in your life steals an excessive amount of time.

- Remove the things from your life that are not needed for your success.
- Minimize those distractions that you cannot eliminate, like email, text messages, and other non-urgent and non-important communications.

**5. You don't start your day early enough.**

Most of us do little in the evening. That time is essentially wasted, just lying round the house, or watching your phone. This is why numerous highly successful people skip the evening hours by sleeping earlier and awakening extra early.

- Your brain tends to shut down in the afternoon, whether you started your day at 9:00AM or 5:00AM.
- Give yourself a couple of extra productive hours by getting up early and getting to sleep early.

**6. You fail to track your time.**

Track how you spend your time each day on various tasks. Spend an appropriate amount of time on tasks and distribute them in a way that they receive the right amount of time.

- Keep a simple journal to make a record each hour of how you spent that time.
- Do this for one work week and then analyze how to improve next week.

**7. You don't have a clear plan for your day.**

You cannot live in an ad hoc world, and where you focus should not be decided at the last minute. To maximize your time, it is necessary plan for the day.

- Make a detailed plan for your day before you go to bed.
- Spend your day executing that plan as efficiently as possible.

**8. You are not focused.**

You have been told to "focus" or "concentrate", since you were in grammar school. It is too bad that your education system never taught you how. If you sit and work on something for an hour, what percentage of that time is your attention truly focused upon task?

- You probably have plenty of time to accomplish everything you need to do each day; you just need to focus on a superior level.
- Practice meditation. Practice focusing on whatever it is you are doing. Focus is built through practice.

Make the most out of the time you have by prioritizing, removing distractions, and learning to focus. You have all the time you would like, if you're willing to form the required adjustments to yourself and your life.

**You have 24 hours  
each day.**

**Ensure that  
you are using  
them wisely!**



## **8 REASONS**

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**You fail to prioritize.**

**You waste time.**

**You are disorganized.**

**You have got too many distractions in your life.**

**You do not start your day early enough.**

**You fail to track your time.**

**You do not have a clear plan for your day.**

**You are not focused.**



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