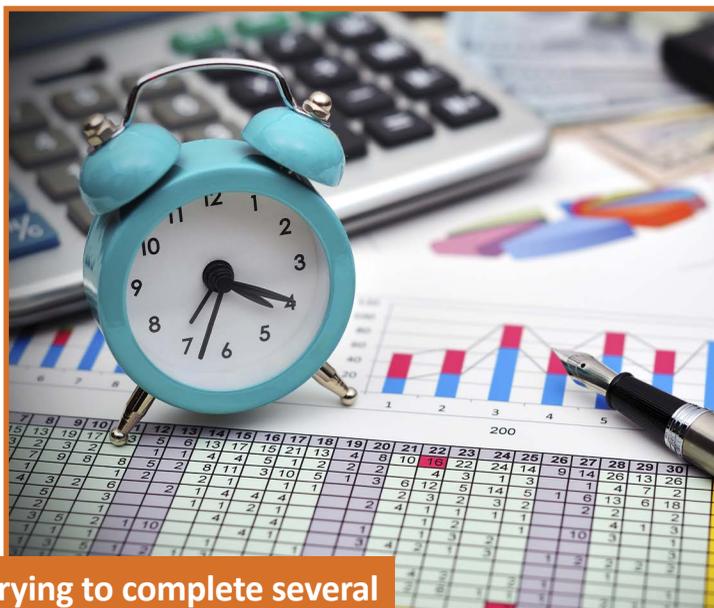# Smart tips and apps to save you time

**Life can be a mad dash when you are trying to complete several tasks in a short space of time. At times, there are just not enough hours in the day to get through everything, or so we think. Sometimes, all you need are some good time management tips.**

So to help you get the most out of your day, here are a few time-saving tips.

- **Make a to-do list**

Before you switch the light off and retire for the evening, take a few minutes to create a to-do list for the next day. In the list, prioritise your tasks for the day according to their importance, so that you don't waste time mulling over what tasks to do and in which order.

There are great apps available that help can you to make lists that are accessible across all your platforms, saving you time and helping you be more productive.

Examples of these apps include Evernote, Microsoft OneNote and Quip.

- **Disconnect when you have important tasks to perform**

We live in a state of hyper connectivity and though you may not realise it, much of your day is spent being distracted by email, messages, and social network updates. One way in which to save time in your day is to turn off all external correspondence, focus on the task at hand, and get it done. You are more productive when you don't have any distractions.

- **Embrace technology**

Technology presents you with a myriad of time-saving innovations. Don't be afraid to embrace this technology to help you to save time during the day. For example, instead of wasting time driving to meetings on the other side of town, having virtual meetings over the Internet.

- **Get more active**

In order to be more productive during your day, try to fit in a 30-60 minute workout before you start work every morning. These workouts will give you more energy during the day, which can help you tackle your tasks more efficiently, saving you time. Getting a good night's sleep can also increase your productivity the next day.

Saving a few minutes here and there can add up to a few extra hours in your day that you can spend doing something you enjoy.