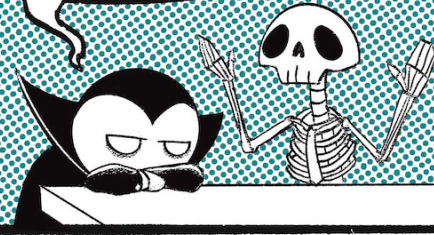


# TIME MANAGEMENT VAMPIRE

GOOD EVENING, GOBLINS AND GHOULS! WORD AROUND THE CATACOMBS IS THAT YOU MORTALS ARE DYING FOR SOME BETTER TIME MANAGEMENT SKILLS. LUCKILY, I'VE HAD CENTURIES TO FIND SOME OF THE BEST TIME MANAGEMENT TIPS AND TRICKS FROM AROUND THE UNDERWORLD. FOLLOW ME... IF YOU DARE!



IT IS DIFFICULT TO FIND TIME FOR EVERYTHING. AND IF YOU ARE, LET'S SAY, PRE-DECEASED, AS I ASSUME MANY OF YOU ARE, YOU MUST ALSO SLEEP. TIME IS LIMITED, SO THINK REALISTICALLY ABOUT IT. TRACK HOW YOU SPEND YOUR TIME. FIND OUT HOW LONG IT TAKES YOU TO FINISH TASKS, HOW LONG YOUR BREAKS ARE, AND WHETHER YOU'RE SPENDING TOO MUCH TIME AWAY FROM WORKING ON YOUR GOALS



OKAY. DONE! ONCE YOU KNOW HOW YOU'RE SPENDING YOUR DAY, ADJUST AS NEEDED. ORGANIZE A DAILY OR WEEKLY SCHEDULE AND STICK TO IT. DO IMPORTANT TASKS FIRST, GROUP SIMILAR TASKS TOGETHER IN YOUR SCHEDULE. FOR EXAMPLE, CHECKING AND SENDING EMAILS CAN BE GROUPED, SO CAN CLEANING BLOOD STAINS OFF THE RUG AND WASHING DISHES.

MUAHAHAHA!  
JUST KIDDING. I  
DON'T WASH  
DISHES!



AVOID MULTITASKING! IT TAKES TIME AND ENERGY TO SWITCH BETWEEN TASKS. IT ALSO BREAKS AWAY YOUR FOCUS.

ANY GOOD VAMPIRE KNOWS YOU CAN ONLY DRAIN ONE VICTIM OF THEIR LIFE FORCE AT A TIME!



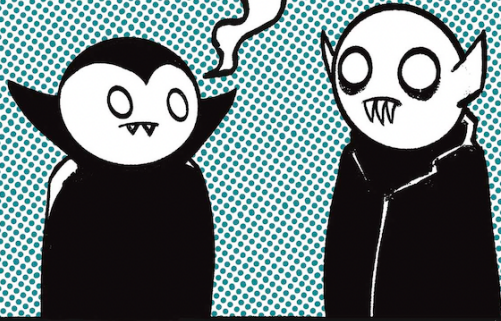
FIND OUT WHEN YOUR PEAK CREATIVE HOURS ARE, OR WHEN YOU FEEL MOST ENERGETIC AND SCHEDULE OFF THAT TIME. FOR ME IT IS IN THE DARK OF THE NIGHT WHEN THE MOON IS FULL AND THE WOLVES ARE HOWLING THAT I LIKE TO MAKE SMALL SWEATERS FOR THE RATS IN THE GRAVEYARD.



TIME IS YOUR FRIEND. ASSIGN TIME LIMITS TO BOTH YOUR BREAKS AND WORK TIMES. TRY THE POMODORO TECHNIQUE. SET A TIMER TO ACCOMPLISH A TASK, THEN TAKE A SHORT BREAK. REPEAT AS MANY TIMES AS YOU WANT, ALLOWING YOURSELF A LONGER BREAK AT THE END.



I HAVE MET MANY BLOOD SUCKING PARASITES IN MY LIFE, BUT THE MOST EVIL ONE BY FAR IS PROCRASTINATION. IF YOU DREAD DOING SOMETHING YOU MUST DO, DO IT FOR JUST TEN MINUTES. YOU'LL FIND MOTIVATION FOLLOWS ACTION. GETTING STARTED IS THE HARDEST PART.



ELIMINATE DISTRACTIONS. I TOO AM OFTEN TEMPTED TO GO DOWN TO THE DUNGEON AND TORTURE INNOCENT SOULS, PERFORM A BLOOD SACRIFICE, OR STARE OFF INTO THE ABYSS FROM TIME TO TIME.



TRY LOCKING YOUR DUNGEON, SET YOUR ABYSS ON DO NOT DISTURB. THE POINT IS TO BE PRESENT AND IN THE MOMENT WHEN YOU'RE WORKING. YOUR MIND DOES A FASTER AND BETTER JOB WHEN IT IS NOT DISTRACTED.

TIME MANAGEMENT IS A SKILL. ALTHOUGH TIPS AND TRICKS ARE HELPFUL, CREATING HABITS WHAT WILL LEAD TO BETTER LONG TERM RESULTS IS KEY. TRY DIFFERENT THINGS AND SEE WHAT WORKS FOR YOU. IT'S IMPORTANT TO KNOW HOW TO ADJUST TO YOUR WAY OF BEING PRODUCTIVE. GOOD LUCK WITH YOUR EVIL ENDEAVORS!

