# How to Start Using Your Time Wisely to Set Goals

Everyone should have goals they want to accomplish, whether it’s in the next week, month, or year. You should also have goals set for your life that allow you to always be working for a purpose.

To really tap into your potential and accomplish all your goals, you have to be able to use your time wisely. But how can you do that in such a fast-paced society?

This tutorial will cover some of the easiest and best ways to start using your time wisely and start accomplishing your goals.

## See How You Currently Use Your Time

You might think you currently use your time very wisely, but if you took a harder look at your schedule and timeframe, you could possiblysee a few areas that you could change.

Sit down and think about where you go every day, how you spend the days, and how you put your brain to work. Identify times that are wasted. These could include hours spent on the phone, too many hours watching TV, or too many hours just overthinking rather than getting things done.

## Change Your Routine

Now that you can see the times in your schedule that are wasted, it’s time to make a new plan. You need to plan out your day to ensure you are maximizing your time. Some people benefit from having their schedule planned down to the hour while others prefer to just have a to-do list that needs to be done before the end of the day.

Do whatever works best for you. Your schedule and time don’t have to look like everyone else's. Just make sure whatever schedule you make allows you to be productive and get the necessary work done.

Make sure to do the things you tend to put off first thing in the morning. If you dread cooking dinner, meal prep in the morning. If you dread exercising, go to the gym as soon as you wake up.

## Make Room for Unwanted Tasks

Everyone has a few tasks they do not want to do. This is a normal part of life. The worst thing you can do is put off unwanted tasks until the end of the day. When you don’t do the dreaded tasks in the morning, you’ll spend the rest of the day avoiding them and then they will never get done.

Try to do the things you don’t like in the morning. Then you will already feel accomplished the rest of the day because you’ll feel like you got something done.

## Make Room for Breaks

If you are not good at reminding yourself to take breaks, try to pencil them into the schedule. This way you will automatically do them throughout the day since it’s written alongside your other tasks.

Keep in mind that the breaks do not have to be long. You can have a short break of about 15 minutes. This gives you enough time to recharge and get your head straight.

## Know You Will Have to Have Roadblocks

Roadblocks are an inevitable part of every life. Make sure you know they are possible and anticipate them. This will allow you to overcome them easier versus if you don’t have any extra wiggle room in your schedule.

Knowing these simple tricks ensures you can start moving towards your goals through determination and productivity. While the tips seem easy, you will have to put in the hard work and effort to make them possible before you see results.