

How to Maximize Your Most Valuable Resource



Managing Volunteers: How to Maximize Your Most Valuable Resource by Nancy Sakaduski

★★★★☆ 4.8 out of 5

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Time is our most valuable resource, but it can be difficult to manage effectively. We all have the same 24 hours in a day, but some people seem to be able to get more done than others. What's their secret?

There are a number of things you can do to maximize your time and get more done. Here are a few tips:

1. Set goals and priorities.

The first step to maximizing your time is to set goals and priorities. What do you want to achieve with your time? What are the most important things you need to do? Once you know what you want to achieve, you can start to plan how to use your time effectively.

2. Make a schedule and stick to it.

Once you have set your goals and priorities, you need to make a schedule and stick to it. This will help you to stay organized and focused. When you know what you need to do and when you need to do it, you are less likely to procrastinate or get sidetracked.

3. Delegate and ask for help.

Don't try to do everything yourself. There are some things that you can delegate to others, and there are times when it's okay to ask for help. Delegating tasks and asking for help can free up your time so that you can focus on the most important things.

4. Eliminate distractions.

Distractions can be a major time-waster. When you're trying to get something done, it's important to eliminate distractions as much as possible. This means turning off your phone, closing your email, and finding a quiet place to work.

5. Take breaks.

It's important to take breaks throughout the day, even if it's just for a few minutes. Taking breaks will help you to stay focused and productive. When you're feeling tired or overwhelmed, taking a break can help you to clear your head and come back to your work refreshed.

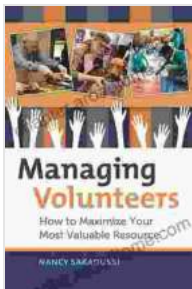
6. Be flexible.

Things don't always go according to plan. There will be times when you have to be flexible with your schedule and your goals. Don't get discouraged if you don't get everything done that you wanted to do. Just adjust your schedule and keep moving forward.

7. Reward yourself.

When you reach a goal or complete a task, reward yourself. This will help you to stay motivated and on track. Rewards don't have to be big or expensive. A small treat, a few minutes of relaxation, or a break to do something you enjoy can be a great way to reward yourself for your hard work.

By following these tips, you can maximize your time and get more done. Remember, time is your most valuable resource. Use it wisely.



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