

5 Bad Habits To Avoid When Trying To Manage Your Time

Any young entrepreneur can attest to the fact that managing their time effectively becomes trickier when establishing themselves in a certain business or company. This can become even more difficult if bad habits have been instilled in daily activities, preventing you from recognizing where your downfalls are and the best way to go about altering your behaviour for the better. No one is perfect, but there are a few bad habits that will undoubtedly make time management impossible if they are ignored.

1) Not having a designated space for documents

It can quickly become overwhelming to have large amounts of folders or files that aren't store somewhere safe and easily accessible. Seeing as most companies are moving away from physical document storage, [a virtual data room](#) is a great alternative for busy individuals that need the extra organization. This is especially important with regards to data that is confidential – either your personal information or that of your clients'.

By resigning to not having a designated online space for these types of documents, it's easy to fall into a spiral of disorganization and lost communication between parties during onerous and time-sensitive projects. This is a bad habit that should be nipped in the bud by researching the right VDR provider for your business needs.

2) Allowing distractions to get the better of you

Taking some time during a busy day to grab a cup of coffee or take a quick walk won't affect your productivity as much as the prevalence of useless distractions. When you have to meet a deadline, the last thing you should be doing is giving in to compulsively checking your phone or mindlessly browsing the internet. Don't feed the bad habit of allowing these distractions to eat up precious time in your day and set some boundaries.

Allow yourself to look at your phone after a significant period of time or only on designated breaks, that way big chunks of the day are allotted specifically to work. Drawing these lines for yourself will provide you with the motivation and guidance necessary to persevere in finishing that important project.

3) Setting goals and not following through with them

Setting personal or professional goals only works if you make the effort to follow through with them. Many are probably guilty of promising themselves they will accomplish something only to watch it sit on their daily planner or weekly schedule without any resolution. While taking the initial step of envisioning a goal is important in the process, it can only be useful to you and your time management if it is acted on sooner rather than later.

If you're a [visual learner](#), make sure to write it down and keep it visible throughout the day as a physical reminder that you can mark off once done. Others might respond better to verbal

reminders from coworkers or friends. Learn what motivates you the most to take action and break this bad habit once and for all.

4) Giving up at the slightest mistake

It isn't easy to stay on top of your workload, especially fresh out of school or new to a position. Deadlines pile up, clients need your speedy response, and managers want to know that you are capable of handling everything that comes your way. However, sometimes not all of these are achievable at the same time and that's okay. The important thing to understand is that even if you can't excel on every level of a job to not give up trying to remain productive at the slightest mistake. This will only have you feeling unmotivated and insecure about your abilities overall.

5) Working without taking any breaks

A strong [work ethic](#) is necessary in order to manage your time and workload without falling behind. However, it is just as important to know when you need to take a break and not deny yourself some time away from your computer. Taking breaks seems to have become synonymous with laziness or a lack of effort and can really hinder an employee's productivity when working with a tired mind. Give yourself the necessary time to restore your energy, rest your eyes, and jump back into your project with a clearer sense of what needs to get done and how long you'll need to finish it.