

# Happy Time Management

It is straightforward and quick, but don't be fooled. It took many years and a lot of learning and using other systems to arrive at such a simple and effective method. I've been using it successfully for years. Try it for a couple of weeks and experience your productivity surging. You'll be much more effective, and what's more, **you'll feel free** and **happy!** Here's the process:

## STEP 1: **H**ave

Write down a list of tasks you need or want to do tomorrow. This list does NOT have to be comprehensive. If you can't think of it, it's probably not that important.

## STEP 2: **A**pprove

Create a new list with the three most important tasks in no particular order. What's important is different for each person. I usually judge by my long-term goals and how each of the tasks contributes to them. *You are scheduling your next day!* So you don't have anything urgent on your list (or you'd already been doing that). If you have semi-urgent tasks (you know you need to do it tomorrow), don't write them on this list.

## STEP 3: **P**rioritize

Number the items in your shortlist by order of importance based on your own criteria (short and long-term goals, etc.)

## STEP 4: **P**lan

Write these in your tomorrow's calendar. Schedule the most important one first thing in the morning, then the second and third. When scheduling these, specify start AND end times. Remember Parkinson's Law - "work expands to fill the time available for its completion" Give yourself as limited time as you think is viable - less is better.

## STEP 5: **Y**ield

Continue scheduling the remaining tasks from the first list, also by order of importance, and don't forget to specify both starting and ending times. (Or take the rest of the day off.)

Do this every evening after you have finished your work. If you do it right, you should have filled at least half of your next workday with your top 3 tasks, optimally all before noon.

All you need are pen and paper. Of course, you can also use a physical calendar or one on your tablet or smartphone.

Do this daily for about a week, and the whole **happy** process will **take about 5 minutes**.

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Date (tomorrow): \_\_\_\_\_

List of tasks:

*Write very specific tasks like “write replies to subscriber emails” and not general ones like “email.”*

<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
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Three most important tasks:

<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li></ul>
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Three tasks prioritized:

1. _____
2. _____
3. _____



Schedule:

Task	Start Time	End Time
1.		
2.		
3.		