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Stop trying to manage your time. Start multiplying it. Here are 5 ways to manufacture more time so you can get more of the right things done.

I have spent a good chunk of my life trying to get more done. I've tested many productivity systems...And implemented a slew of different tactics and strategies. But no matter how efficient I got, the fact remained…There's only so much one can get done in a 24 hr period.

For those of us with big goals & bigger plans, time is a top tier resource. But even the most efficient among us is going to hit a ceiling. So what do we do? How can we create more time?

//3 Dimensions of Time//

Before anything else...We need to change the way we think about time. According to Rory Vaden in his book "Procrastinate On Purpose," there's three approaches to time: We can...

>Manage It: Do things fast, squeeze in as much as possible. (Bad)

>Prioritize It: Focus on completing only the most important things. (Better)

>Multiply It: What we'll focus on here in this thread (best)

Okay, so what does it mean to multiply time? It's simple: We multiply our time whenever we do something today, that will lead to more time tomorrow. Simple? Yes. Easy? Let's find out.

1. **Eliminate**
   a. First things first…
   b. Stop using your time to do things that don't need to get done. No brainer candidates like tv and social media should definitely be on the chopping block. But you know that.
   c. I'm talking about "productive" stuff, too. As a self-experimenter, I test out a lot of systems, tactics & habits. One day I woke up & realized these tasks take up about 15 hrs a week. It's okay to test things out...But don't feel required to stick with something because you think you "should."
   d. Try this: For the next 3 days, wake up and review what you did the day before. Run each task through this filter: Am I doing this task out of…
      i. Obligation?

        ii.   FOMO? (Fear Of Missing Out)

        iii.   Guilt?

    e. If yes, consider that a sign that it may not be worth your time.

2. Automate

    a. Technology is awesome. Figure out how to use it to give you more time. For example, I got tired of answering the same questions with clients. So I built out canned responses and set up Streak gmail add-on to handle them instead.

    b. You can also use systems to automate. I hate recreating the wheel. That's why I create SOPs (Standard Operating Procedures) for everything.

        i.   How to Pay My Taxes

        ii.   How to Choose a Hotel

        iii.   How to Onboard a Client

    c. Why go through the mental anguish every single time?

3. Delegate

    a. Problem is, we live in a DIY culture. We aren't trained to spot opportunities for delegation. If you're an entrepreneur, that's a big problem. Yes, simple stuff like grocery shopping & house work are low hanging fruit.

    b. But more complex tasks can be delegated, too. Here's a weird one...I recently hired someone to manage my travel via credit card points. He does all the research to find me the best redemption value for points when I take a trip. That's insane.

    c. Or take my friend who paid someone to stand in line for him at a concert.

    d. There's a way to delegate most things...You just have to start thinking like a delegator.

4. Procrastinate

    a. I know, this one is a shocker. Especially coming from the guy who wrote an entire thread about having a Procrastination Protocol.

    b. But sometimes procrastination can be your friend. We often feel the need to cross everything off our list as soon as possible. But in many cases, waiting is the right move. Sometimes things work themselves out. Or worse, become irrelevant & unnecessary later.

    c. Don't rush to do something that doesn't need to be done yet.

5. Concentrate

    a. Finally, once we clear everything else out of the way, we're free to focus.

    b. Concentration implies intensity.

    c. When applied, tasks get done faster and more effectively. Which, you guessed it, leads to more time.

To summarize:

Eliminate: Can I live without it?

Automate: Can it be systematized?

Delegate: Can someone else do it?

Procrastinate: Can it wait?

If the task makes it through, then it's a real priority and an optimal use of your time.

Concentrate.

That's how you multiply your time.