

# 7 Tools I Use to Achieve a Six-Hour Work Day



**I remember the first time I worked past 9 PM. Several years later, having pulled late nights that went into the 3 AM range, I knew it was time for a change.**

I've tested everything from traditional paper to-do lists to project management software. As a content and social strategist, some of these tools will be specific to those roles. Most will be applicable regardless of your industry. Best of luck, and happy working.

## ✓ 1. WATCH THE CLOCK.

The number one way to reclaim your time? Track it. Understand where you're spending the most time and why. Using a time tracking app, or simply marking when you start, pause, and complete tasks can be instrumental.

## ✓ 2. PROJECT MANAGEMENT, REVOLUTIONIZED.

Asana boards and projects have helped me develop and track content strategies as well as communicate cross teams. I'm able to manage to-do lists, communicate project status, and get overviews of what's coming up with just a few clicks.

## ✓ 3. TAKE THE HEADACHE OUT OF YOUR SOCIAL MEDIA.

Whether you're handling multiple accounts, brands, or regions being able to utilize analytics tools and scheduling in the same platform is a necessity. We recommend using Buffer to maximize performance and your time.

## ✓ 4. GO OLD SCHOOL.

Traditional to-do lists. With all that's digital, I still enjoy my five-day desktop planner where I can move events, meetings, and do the ever-important physical crossing off of tasks.





### ✓ 5. DON'T BE AFRAID TO SNOOZE EMAILS.

Less of a tool and more of a habit, I've been managing my email, hitting inbox zero, and maintaining control of my email status for weeks now. My secret? A combination of snoozing, folders, and treating my inbox like a to-do list.

### ✓ 6. SELFCONTROL. NO, REALLY.

For days you can't do it on your own, SelfControl for Chrome keeps me honest. You can add as many sites as necessary to the list, and then put yourself on distraction free mode and get going.

### ✓ 7. UPDATE YOUR POST-IT WALL.

If you need to take notes, create lists, or just generally create a post-it wall but don't have the space Google Keep is perfect for you. It will keep all your notes in one place so you can stop scrambling. Nail that process and don't forget the important stuff.

**Ready to hit the ground running? Make the tools work with you so you can start walking out the door by 3 PM - or, just get that extra time to do professional development in the afternoon.**

