

# Manage an ever-changing schedule

Parth Misra, writing at *Entrepreneur*, offers some tips for productivity when you can't predict the future.

**Work slow and steady.** Trying to rush through everything to get it done causes small details to be overlooked. Break your work into smaller tasks.

**Time-tracker apps help show you what your days really consist of.** You can get a better picture of how much time a project or task takes.

**Track how you feel throughout the day.** Are you more productive in the morning? Afternoon? Night? Schedule important projects for those times.

**Warm up before you dive into work.** Find a pre-work ritual that helps you mentally prepare, such as listening to music, exercising or meditating.

— Adapted from [“Impatience is Why Time Management Techniques Fail So Often,”](#) Parth Misra, *Entrepreneur*.