**3 Time Management Skills** to improve **Productivity** for **Peace of Mind**

**3 skills** that **task scheduling software** can grow to **save time** and **increase productivity** by making **mental space** for **creativity**.

American meditation teacher Jack Kornfeld says, “The trouble is, you think you have time.”

Recent workplace [studies](https://blog.amazingmarvin.com/how-many-hours-can-you-actually-be-productive-in-a-day/) have concluded that the average amount of measurable time given to productivity is three hours per day.

We all know that time is a precious commodity, but if we don’t have the mental space in which to think and create, it becomes oppressive.

Without a system of time management, the challenge of focusing on a task without interruption, can compromise the quality of our work. Multitasking is something we all do, but having a central place to do it can greatly decrease wasted time.

**Creative work requires uninterrupted time**

Yet the relationship is a paradox. The less mental space we have, the more time it takes to complete basic tasks. Conversely, the more time we have, the less inner resources we need to focus on creativity, an important element for quality work.

But how do we create the space in which to manage our time? By having more of it!

Task management is an essential tool to help cultivate these skills. In fact, we can use task management software to support our time management skills.

**Wasting energy on time management is counter-intuitive and counter-productive.**

Task scheduling software was created with this in mind. By creating a system that tackles the busy work of keeping track of our time with task management, we automatically increase not only our creative time, which we need more of, uninterrupted, to focus. But we also save energy by streamlining resources that integrate tasks and time seamlessly.

**3 time management skills that can support better productivity:**

1) Create **Uninterrupted Time**

*The Harvard Business Review* claims that [fighting the clock](https://hbr.org/2002/08/creativity-under-the-gun) kills creativity.

An essential element of creativity is having a block of time to inhabit the mental space to devote to a given task without fear of interruption. Being able to focus on a task without interruption increases creativity.

Software like ‘name of company’ uses a design that integrates tasks in one place, without having to search or leave pages inside the system. This saves time by allowing work to be found in a central location without having to search for it. It also allows for an integrated work experience that shows in real time an organic relationship to different tasks, which promotes creative thinking.

Compared to Asana which does not allow this feature, Company boosts time management and creativity.

2) **Allow for Down Time**

But where does our time go? A recent [study](https://www.inc.com/melanie-curtin/in-an-8-hour-day-the-average-worker-is-productive-for-this-many-hours.html) reveals that workers spend most of their time not working. Everything that happens around work, such as browsing the internet, social media, chatting with colleagues, as well as talking with family, and taking breaks. In other words, all the activities surrounding our work lives.

Task management software specializes in reducing activities that eat up time and productivity.

Social media can be an important part of our work, such as tracking competitors for industry trends. More informally, we can connect with family and friends, which gives us valuable downtime in our busy day. [Company](https://monday.com/) offers a social media management system that allows engagement without leaving the system. Smartsheet does not provide this feature.

3) **Accessibility, Availability, Adaptable**

Being available or present to meet challenges can contribute to time saving solutions and boost creative problem solving. We live in a global market. The internet has brought the whole world literally to our fingertips. Being able to communicate with non-English speakers is indisputable. The time and talent saved with a multilingual platform cannot be overlooked or minimized. Having to outsource translations or limit talent to English speakers only can severely affect productivity. [Company](https://monday.com/) supports multiple languages for creative collaboration, unlike Airtable.

**Peace of mind is worth more than time**

One thing we can be sure of is that doing more work is not the goal. Productivity requires creativity, which depends on less busy tasks that take us away from our central focus. Time management is a skill that requires an individual to understand and value themselves. Making mental space for our own ideas is perhaps more important than getting every task completed. Prioritizing inner resources is the biggest benefit from task scheduling software. Being able to focus and not get distracted, to know when to take a break, and to find solutions within a central system, can be supported with Company.