

Master your time, master your business

6 essential tips for entrepreneurs

Identify the 4 Ds

Use the Eisenhower Matrix to sort your tasks by priority.

Do

Urgent and important

Decide

Important, not urgent

Delegate

Urgent and important

Delete

Not urgent, not important

Leverage technology

Automate payments, manage operations remotely and streamline your finances with digital tools.

Block your time

If it is not in your calendar, it might not get done. Schedule your priorities to ensure they get the attention they deserve.



Batch your tasks

Group similar activities (e.g. emails, admin and calls) into focused time blocks to boost efficiency and save mental energy.

Delegate to elevate

Automate payments, manage operations remotely and streamline your business. Free up your time for high-value work. Focus on the strategic tasks that only you can do to grow your business.

Treat rest like a strategy

Your best ideas and decisions come when you are rested, so protect your energy as you would any other asset.