

Improve Productivity: Omnilotus Highlight Tips to Improve Time management by 70%

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In order to get the most out of every day, business professionals must organise their time effectively. Sales and event marketing firm [Omnilotus](http://www.omnilotus.co.uk) have revealed some ground-breaking tips that could help professionals increase their productivity by 70%.

About Omnilotus: <http://www.omnilotus.co.uk/about/>

Whilst many believe that one of the main perks of entrepreneurship is being able to work more flexible hours, many forget that to get to this point entrepreneurs must put in many extra hours, and will spend the majority of their time working in order to reach their ultimate goal. For example, a recent survey revealed that the average CEO works 300 days a year, 14 hours a day. However, whilst this sounds like they are sinking a lot of time and effort into their work, it has been found that much of this time could be used more effectively. It's estimated that 30% of this time is being spent on emails and a third is spent in meetings, meaning that when it comes to working through the tasks that could drive success many do not have enough time to complete each task to their desired standard.

To be successful in entrepreneurship and achieve milestones faster, London based sales and event marketing firm Omnilotus believe accurate time management is vital. Not only does time management allows entrepreneurs to separate and prioritise the most important tasks, it also helps them to schedule in some free time in which they can improve their skill set and learn new things. The firm have shared the following tips which, if followed could help budding business professionals to manage time effectively and increase their productivity by 70%.

Learn to say no

'For an entrepreneur, saying no is hard,' says Omnilotus. Entrepreneurs are taught early on that the key to success lies in taking on new challenges and meeting new people, however taking on too much and making too many promises to the people they meet can quickly eat up all their time. Although entrepreneurs often have the strong desire to help others the way they were helped, they have to draw the line somewhere and learn to say no so that they can focus on their own goals rather than someone else's. Writing a range of polite, template responses can help to let people down gently without offence.

Manage your energy

When strategising and planning it can be easy for an entrepreneur to spend a lot of time sat down, which can make them sluggish, both in body and mind. 'To keep energy and stimulation high professionals should make every effort to get out the office and experience new things' state Omnilotus. Planning to meet clients and associates at a new venue, or taking the time to get out in the field and meet potential customers can help keep an entrepreneur refreshed and focused.

Create a Playbook

For everyday tasks, entrepreneurs should create a playbook of the processes. 'This will allow entrepreneurs to delegate to others whilst ensuring the task is completed in the same way and to the same standard,' says Omnilotus.

Omnilotus is a London based sales and event marketing firm that helps businesses generate quality sales through face to face marketing techniques. Working on behalf of their clients the firm meets with customers one on one in order to understand their needs and then uses this information to create a highly personalised customer experience. This attention to detail and commitment to personalisation boosts their clients ROI, customer acquisition and brand loyalty.

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