## **Podcast Summary**

Wasting time can be a sneaky habit. First, identify what's taking your time: social media, endless TV shows, or procrastination? Understanding these patterns is crucial. Once you know your time-wasters, set limits. For instance, allocate specific times for social media or TV. Use timers to help enforce breaks and boundaries. This will create a better structure in your day. Prioritize tasks by importance and deadline; tackle the hardest ones first. Remember, controlling your time is about making conscious choices. With a little practice, you can reclaim your day and use your time wisely.