

7 STEPS AND STRATEGIES TO SAVE TIME



STEP 1

CAREFULLY TRACK YOUR DAILY ACTIVITIES, MINUTE-BY-MINUTE, FOR 1 WEEK (7 DAYS).

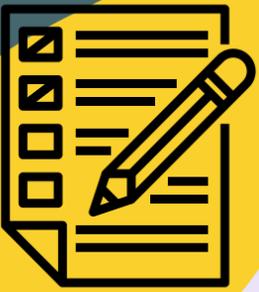


STEP 2

BASED ON 1 WEEK'S RESULTS, CALCULATE AVERAGE TIME BEING SPENT ON EACH ACTIVITY EACH DAY.

STEP 3

FIGURE OUT WHAT YOUR MAIN GOALS AND VALUES ARE IN LIFE, THEN SEE IF YOUR DAILY ACTIVITIES REFLECT THOSE. MAKE A TOP 10 LIST.



STEP 4

FROM THE 10 ITEMS LISTED IN STEP 4 PRIORITIZE FROM 1 TO 10 WHICH ARE MORE IMPORTANT AND WHICH ARE LEAST IMPORTANT.

STEP 5

REDESIGN YOUR DAY. CUT TIME FROM ACTIVITIES THAT DO NOT ADD VALUE TO YOUR OVERALL GOALS AND VALUES.



STEP 6

LOOK AT EACH ACTIVITY TO FIND WAYS TO SAVE TIME ON SOME TO ADD TIME TO OTHERS. EVERY CUTTING 5 MINUTES FROM SOME ACTIVITIES EACH DAY WILL ADD UP TO OVER 30 MINUTES PER WEEK. .

STEP 7

MONITOR YOUR PROGRESS FOR ONE MONTH UNTIL THE ROUTINES BECOME HABITS.

