



25 Strategies to Find More Time during the Day

Pick as many as 5 of these strategies. Do them for an entire month. After a month, they should become part of your routines!

- When going somewhere, see if you can have your spouse or someone drive so you can do your email and other reading from the passenger seat.
- Eat while you read.
- Wake up an hour early each day – an hour before everyone else in the home. An extra hour of time awake each day can add up to 7 hours per week.
- If you are a passenger of a car or a bus, do some of your reading or emailing.
- Catch up with a friend or family member over the telephone while you prepare food (especially if you are not following a recipe).
- While sitting in the stands at your kids' games, take 10 to 15 minutes to catch up on emails or social media posts.
- Count the minutes you spend in the shower. Cut by 5 minutes. Five minutes saved each day will add up to 35 minutes per week, and over 30 hours per year!!!
- Count the minutes you spend chewing your food/eating. I bet you can trim away at least 5 minutes from that by going a tiny bit faster.
- While driving or exercising, catch up on podcasts or audio books.
- Get help from others on tasks and chores, especially people who live with you.
- Have healthy snacks and sandwich ingredients so that on super busy days you are not spending over 30 minutes cooking.
- Use a planner and an organizer – either on paper or computer-based, like Outlook.
- If you can afford it, get an assistant to help you with time management and organization (even if you can get them to run errands for you for 3 or 4 hours per week).
- Label drawers and cabinets so you don't waste time looking for things that are misplaced.
- Carry the supplies that you almost always seem to need in your car compartment and if you are a woman, in your purse (pen, pencil, post-it notes, etc.)
- Have a place for everything – scissors have their place, books have their place, rubber bands have their place, tools have their place, etc.
- Make quicker decisions confidently. Indecision costs time.
- Know what you want before you get to the store counter to go in and out more quickly.

- Decide on a menu item as soon as you arrive at a restaurant. This will help you leave on time to get home to focus on all the other millions of things you want to do in life.
- When shopping, know your budget and what you want so you don't waste time deciding.
- Do not go to a store unless you have more than 1 thing to buy (i.e. Target, Walmart, etc.) In other words, go with a plan so you don't make more than 1 trip in a short period of time.
- Cut TV watching time by at least 1 hour (if you watch 2 hours or more each day).
- Cut video playing time by at least 1 hour each day (if you play more than 2 hours per day).
- Pay close attention to how long you stay at parties or get-togethers. Make it an effort to stay for 2 hours and then to go to take care of others things you want to do but can't seem to find time for.
- At the end of each day, in your mind, think of 5 things you want to do the following day that you have been putting off. Write them down and see if you can do them all!