

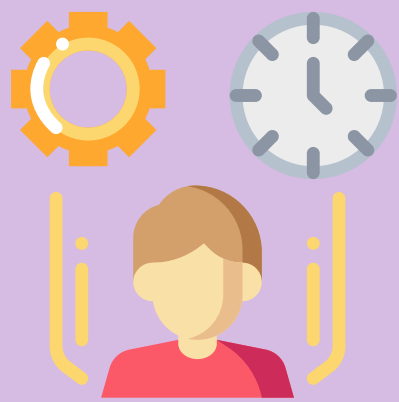


TIME SAVING TIPS



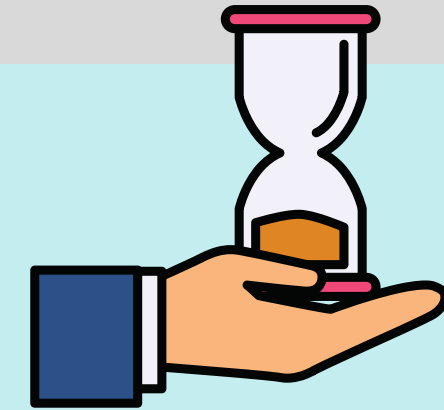
Get out of bed 15 to 30 minutes earlier each morning. This will give you 3.5 extra hours each week!

Time yourself when doing household chores like washing clothes or dishes. Cutting the time by even 5 minutes daily gives you 30 more minutes per week!



Keep your work areas as neat and decluttered as possible. You'll spend less time looking for things if your space is organized.

Take 30-minute increments to turn email apps and notifications off. This short period of time will allow you to focus without distractions.



With time management and time saving, self-discipline is the key. Each week, put in your planner to research 1 article or book on how to build self-discipline.



Find ways to multitask or combine tasks. For example, return calls and emails while you are waiting. Read while you are getting a manicure done.

Night before, plan as carefully as possible what you need to do the next day so you can wake up with a plan for yourself to follow.

