Top 10 Ways to Gain 2 Hours a Day or More!

An excerpt from Life Success® Time Management Lesson

When you gain 2 hours a day, that is 14 hours a week and a whopping 728 hours a year, or 18.2 workweeks!

Take a look at the list below and implement a few – if not all – of them and see how much time you gain this week and how much more you accomplish! (Note: The time saved listed is per day! They are also very conservative estimates.)

1. **Turn off the TV**. We may as well start with the easy one. The average person watches 3 hours a day. So turn it off for one of those hours. Do something else instead. Read a book. Better yet, start writing your book! Time saved – 1 hour.

2. **Group your projects together**. Do all your email at once or make all your calls at once. Starting and stopping wastes a lot of time. Time saved – 15 minutes.

3. **Don't answer the phone**. Let it go to voice mail. Then, at a set time, listen to the voice mail, delete liberally, and write down the information on a pad to call back when it is best for you. Talk to them only about the issue at hand. Time saved – 30 minutes. Another 30 if you count the telemarketers you avoid.

4. **Get up 15 minutes earlier**. Go to bed 15 minutes later. If your alarm goes off every day at 6 am, make it 5:45. Now I am not saying to deprive yourself of the necessary and needed sleep your body requires to function properly; but if you can, try the 15 minutes and see what you can accomplish with those extra minutes. Time saved – 30 minutes!

5. **Enroll in what Zig Ziglar calls "Automobile University."** I have a friend who always has the best cd's with him. He listens to about ten hours of great material a week, all while in the car. Time saved – 1 hour.

6. **Cut your lunch short**. Shave 15 minutes off of it. Side benefit: You'll lose weight without the dessert! Time saved – 15 minutes.

7. **Hire an assistant**. Let him or her do the smaller tasks like answering email, copying, screening calls and filing. Time saved – 1 hour.

8. **Focus**. Different people are distracted by different things. Whatever it is that distracts you, cut it out. Tune it out and lock in like a laser on your work. You will save time and your work will be better! Time saved – 30 minutes.

9. **Shift your work hours to include time when others aren't at the office.**
Being there alone will help you stay on task, and you will be shocked at how much you get done. Time saved – 15 minutes.

10. **Plan**. Spend 15 minutes a day planning your day to work on the most important tasks in the most efficient way. You will lose 15 minutes but gain an hour. Time saved – 45 minutes.

Total if you do them all: 6 hours a day of time saved, improved focus and a dramatic increase in productivity!

If you will just implement a few of these – those that work best for you – you will see a dramatic improvement in your time management and productivity. I guarantee it!

For more information, education and motivation visit all of our sites.

www.thinandhealthy.com   www.donnakrech.com
www.lifesuccessinternational.com