

CareerLuv

10 TIMESAVING TIPS



As a freelance professional, I have
Often been asked how I find time to do all
the things I do:

Work

Spend time with family

Care for horses, cats, and
dogs

Learn languages

Travel

I have compiled here 10 of my favorite
timesaving techniques.

Let me know how much time they helped
you save!

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Tip Number 1

Create a chart of how you spend your time.

Weekly Calendar Worksheet

Weekly Calendar of (your name) _____ Semester _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 a.m.							
8:30 a.m.							
9:00 a.m.							
9:30 a.m.							
10:00 a.m.							
10:30 a.m.							
11:00 a.m.							
11:30 a.m.							
12:00 p.m.							
12:30 p.m.							
1:00 p.m.							
1:30 p.m.							
2:00 p.m.							
2:30 p.m.							
3:00 p.m.							
3:30 p.m.							
4:00 p.m.							
4:30 p.m.							
5:00 p.m.							
5:30 p.m.							
6:00 p.m.							
6:30 p.m.							
7:00 p.m.							
7:30 p.m.							
8:00 p.m.							
8:30 p.m.							
9:00 p.m.							

If you put everything you do on the chart, you can then schedule when and how long you will give to each item.

TIP NUMBER 2

Block time off of your calendar.



Don't forget to block some time off of your calendar.

This can be “me” time or a set time to work on your business, studies, career.



TIP NUMBER 3

Limit your screen time.

Or, even better, have an entire day Netflix, etc. free! It's hard to imagine how much time we spend binge watching.

Tip Number 4

**Stop answering
texts and e-mails.**



Hello! I am not able to respond right now but will get back to you as soon as I can.

This can save you a lot of time. Get some distraction free time!

Tip Number 5

Ask for help.



Even 15 minutes from a spouse, partner, child can make a big difference!

Tip Number 6

Make everything a fun thing instead of a chore.

It is surprising how much faster dusting or cleaning out the garage is when you make it a game.



TIP NUMBER 7

Get up an hour earlier.

Think it's impossible? Give it a try! The fact that you get so much done when the house is quiet will be motivating!



Tip Number 8

Utilize commute time.



A good time to rest, read, catch up on work, e-mail, text.

Tip Number 9

Give something up.

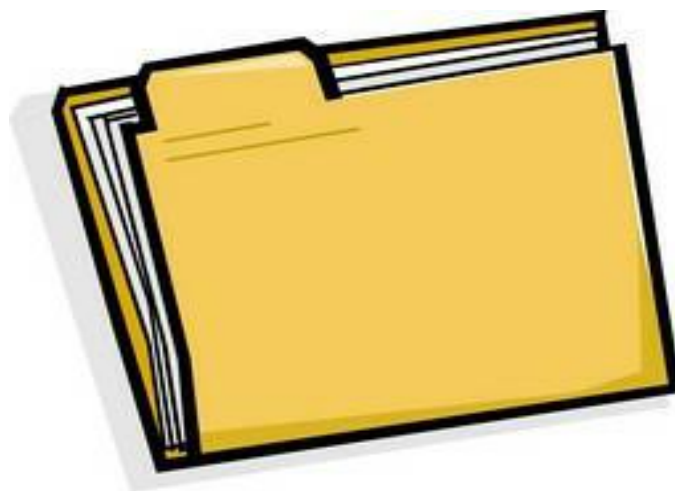
You make time for watching T.V., going to yoga class, perusing YouTube videos. Find something you can either give up, or you can limit the time you do that activity.



Tip Number 10

Organize

How much time do you spend searching for something? If it's always put away, no time wasted searching for it.



BONUS

If you have time to lean, you have time to clean.

Do a three-minute task. They all add up!

When you leave a room, make sure you pick up something to put away in another room you'll be walking into or through. (This one courtesy of my husband.)

Just saved yourself a minute or two!

I would love to hear from you!

Let me know how these tips worked for you, and send me your own personal favorites!

Check out the website for upcoming seminars.

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<http://careerluv.com>

