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10 SIMPLE WAYS TO LIBERATE TIME

When scheduling out of office appointments, consider booking them before or after other meetings in the same area. This means looking at your schedule for the next 7-10 days.

Check e-mail, Facebook and other social media 1 or 2 times per day and turn off any notifications of incoming messages. Interruptions cause you to lose concentration and tend to feel urgent when they are often unimportant.

Find simpler, faster, easier ways to get necessary work done and stop doing unnecessary work.

Schedule phone meetings in place of face-to-face meetings unless you expect a negotiation, exchange of ideas or where you think the value return for the travel time is worth the effort.

Keep critical functions like banking, post office, your CPA and other professional services in your neighborhood if possible. If you relocate, then relocate the service provider if you can.

Always have a plan (agenda) and a set start and end time for any meeting you do schedule to avoid the endless or unfocused conversation. You might even find it can be handled over the phone, by text or e-mail.

Spend less time searching on-line. There is a free report on my website – www.LiberateTime.com/products (click on Seminars/Educational Products to tell you how to speed your searches.

Plan how you want to spend your time. Without a plan, you'll say "yes" to anything. With a plan, you'll know when to say no.

Let it go. You cannot change the past but you can waste a lot of time rethinking what you should have done. Learn from it but don't dwell on it – let it go.

The more often you use an item, the closer it should be to hand. Have a designated place for everything so you don't spend time looking everywhere.