

# 7 Tips to Have More Time

By Barbara Myers

7 Tips to Have More Time

Barbara Myers  
barbmyers@adelphia.net

Getting Organized Saves Time <http://www.ineedmoretime.com>

7 Tips to Have More Time  
by Barbara Myers

1. Reduce distractions so you can focus on your priorities. Turn off the TV. Arrange for quiet time at the office.
2. Make a list of your priorities. Do tasks and activities relating to those first.
3. Get rid of excess stuff. Material possessions cost time and money.
4. Organize your home, office and wardrobe. Stop wasting time looking for things.
5. Streamline everyday tasks. Find quicker ways to cook, clean and perform routine office duties.
6. Delegate as much as possible to family members and co-workers. Consider hiring or bartering.
7. Write a daily to-do list. Prioritize it. Planning ultimately saves time.

Barbara Myers is the author of "200 Ways to Save Time at the Office." FREE "50 Ways to Manage Your Time" tips booklet at [www.ineedmoretime.com](http://www.ineedmoretime.com)

[Get-Articles.com](http://www.get-articles.com) : 1000's of reprintable business and internet marketing-related articles.

[Submit your article for reprint.](#)