

Improving Home Business Time Management

By BB Lee

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If you are anything like me, you probably can't seem to find enough hours in the day to complete all the work and responsibilities to support your online business. What follows are a few very easy to follow tips to squeeze an extra hour or two out of each twenty-four hour period to manage your home biz enterprise.

- Schedule your day to the very second.
- Set your alarm to get up an hour earlier.
- Cut down on television time.
- Avoid wasting time with idle chit chat.
- Organize your work in blocks of time.
- Use your lunch hour to review notes, catch up on reading.
- Delegate smaller business task to older children or spouse.
- Think about each job before you tackle it.
- Delete unimportant calls from your list.
- Perform the hardest task first, save the easiest to last.
- Stop taking breaks to smoke and daydream.
- Stop sneaking to the kitchen for quick snacks.
- Write notes, organize your desk, while waiting for downloads.
- Always combine two task to perform simultaneously.
- Get plenty of sleep to maintain your health and energy.
- Concentrate on what you are doing now! Not tonight or later.
- Cut out distractions like loud music, television, barking dogs.
- Keep a supply of pens and pencils on your desk to jot notes
- Learn to speed read.
- Keep reference books within easy reach at your desk.
- Make a schedule for daily task and stick to it.

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