



If it feels like you need to write a check to buy six more hours each day, then it's time to reclaim your full 24, this article will help.

Taking these simple steps will help!

1. If you snooze you'll lose. The old snooze buttons are disasters waiting to happen. Just the thought of "one more minute longer" is enough to send you right over the edge and before you know it you've slept away your morning quiet time.

A little sleep and little slumber, a little folding of the hands to sleep. So shall poverty strike you like a vagabond and your want like an armed robber. ~Proverbs 6:10, 11~

Try leaving your alarm clock on the other side of the room, this way you will be forced to get up and walk across the floor to turn it off therefore you are less likely to go back to sleep.

2. Do you tend to walk out of the house forgetting to take something with you? You're not alone. You have just wasted precious time, either going back to get it, or being distressed about not having it. Put those items on a table or shelf near the door. Those items you tend to forget are right there to grab on your way out.

3. Preparation is essential when being frugal with spending time.

Preparing the night before will always prove to be a powerful yet simple way to save you time and stress. Before the end of the evening check your schedule for the next day. Decide on what you'll wear and what your priorities of the day will be. Make a list of needed items, for example; if the forecast calls for rain then place your umbrella near the door. Charge up your cell phone, get fuel on the way home, and steam press your blouse the evening before you need it.

4. Leave 10 minutes at the end of each work day to clean your office. This is one time saving step that will add up by the end of the week. Take 10 minutes each day to clear your desk, file papers, put away supplies, and throw out trash. You will save quite a bit of time since you'll avoid a huge mess piling up that will require several hours to clean.

5. Post an a.m. checklist. When attempting to try out a new morning routine. It is helpful to post a short checklist somewhere that's centrally visible so you won't forget anything in your new routine. After about 21 days your new routine will become a habit and you can simply remove your list.

6. Keep your tasks under control. Set a timer when you decide to complete a task that should only take 10-20 minutes. By setting a specific stopping point you will be more focused on completing your task and not waste time wandering off to do other things that are unrelated.

7. Emailing must be simplified. Kindly request removal from any broadcast email list. These are the ones in which you get the thought or joke of the day and then find that you have to send it to ten of your friends in order to keep the blessings flowing. There are numerous others from their entire address list who also received the same *blessed* email. If you feel bad asking that they remove you, blame it on your professional organizer who recommended you get your email act under control.

8. Think about who is in your in box. Marketers make it a point to send you regular emails, booklets and flyers. Once you are on their mailing list you will have to spend the additional time it takes to sort through these correspondences. Determine which companies are sending information that you actually want, need and use. If the information is just something you read, delete or trash and rarely find it helpful then "opt out" most emailing marketing campaigns have this option at the end of the email. "Unsubscribe" and save yourself time if what you are receiving is not helping you reach your goals and robbing you of time.

9. Make a decision already! If often you find yourself procrastinating, stop yourself and make a decision. List out the pros and cons, consider the consequences (do the research) but after counting the cost, make a decision and move on. Don't allow yourself to spend valuable time going back and forth for hours on end. If you need help, consult a trusted friend, your spouse or a Christian Life Coach.

10. Post a Note. It's a good idea to hang up a few reminders for yourself as you begin making your new routine a habit. Remember you'll need about 3 weeks before your discipline kicks in and the behavior becomes an automatic response - a habit. Try these reminders of why you are determined to regain control over your time. Maybe your boss gave you a warning about tardiness; post it on the mirror if you tend to day dream in the mornings. Perhaps try something more positive, tack up a picture of your children playing in the park as a reminder of the advantages of managing your time wisely. Having time for what is truly important to us is really what living an organized life is all about.

If it's organized it's simplified.