

**Would you like to save more time? Try these easy time-saving tips:**

- Time yourself when you make a phone call - after 5 minutes wrap it up.
- Set up a filing system that works and enables you to file quickly.
- Brown 4 pounds of beef at one time instead of one pound. Freeze what you don't use.
- Keep a small notebook handy at all times and jot down things you need to do and buy in it. When you're out and about you can look at your list and get everything you need at one time.
- Plan for your day the night before.
- Pick a day each week that you plan your menu and grocery list for the entire week.
- Decide on certain times each day to check your e-mail instead of checking it every 5 minutes.
- Open your mail over the wastebasket or shredder.
- Have an agenda for meetings and stick to it.
- Pay bills once a week and have all your supplies in one place - stamps, envelopes, check register, etc. Or better yet - pay online.
- If you travel a lot keep a makeup bag ready to go with extras of everything that you use.
- Utilize time spent in an airport. Have a mobile office with all your supplies in your computer bag.
- Purchase a month's worth of birthday cards at one time and use a Tickler File system to make sure you mail them in time.
- Get a cute basket for the remote and train the family to always put it in the basket.
- Keep a notebook and pen by each phone for messages.

**Elizabeth Hagen** is a dynamic and inspiring female motivational speaker, the author of *Organize with Confidence* and offers business coaching services to motivate women to stand out and accelerate their success. You can become more focused and have more momentum, more confidence, and more success. Elizabeth's book "Organize with Confidence!" will change your life and her "Speak Now and Forever Get New Clients Home Study Program" will change your business! Visit [www.ElizabethHagen.com](http://www.ElizabethHagen.com) and receive her eBook "10 Fearless Lessons Every Woman Must Know" as her gift to you.