

15 Ways to Save Time

1. Hire interns. They are free, and/or virtual assistance. You can hire other people in third world countries and pay them anywhere from 5 to 9 dollars an hour and that's a lot of money to them. So, they'll do a lot of things for you for a little bit of money.

2. Use people on Fiverr.com, Upwork.com. Those are great websites that again outsource things to other people all over the world and it's very, very affordable.

3. Pay someone to have your laundry done. In most states I would assume it's pretty affordable. I know in New York City it is, so if it's affordable in New York City, it should be affordable everywhere else. It's not worth it for you to spend two hours doing your laundry when you can pay someone 20 bucks to do it for you and they'll fold it for you, too.

4. Have your groceries delivered. It is not worth it for you to trek it to the grocery store, you can buy everything on your phone and on the internet, and have them delivered to you.

5. Hire a cleaning lady. That's definitely if you're like me.

6. Group like tasks together. If you have to do a bunch of stuff on Facebook, do it all at once. If you have to run a bunch of errands that are all on the same area, do them all at once. Don't space things out because that's going to waste a lot of your time, so try to group like tasks together.

7. Only check your emails four times a day. Now, I know that's hard for a lot of us, but trust me you'll save a lot of time. I check my emails in the morning first thing when I wake up, usually around lunch time, noon, 12:30, and 1 o'clock when I'm eating my lunch something like that. Again, around 4:00 p.m. and 05:00 p.m., right before people start to leave work; that's sort of thing and then usually at night sometimes around 09:00 or 10:00 p.m. So, four times a day. I am daring you try to do it – try to only check your emails four times a day.

8. Set a timer when you're on social media. Social media will suck your time away, trust me. You can go on there to do one thing and an hour will pass by. So, set a timer on your phone, every time you're going to check Instagram, every time you're going to check Facebook, and make sure you'll abide by the timer 15 minutes, 20 minutes stops. Remember that time is worth something.

9. Act like every task is a race. When I get up in the morning, I'm rushing to do as many things as I possibly can and as fast as I possibly can. So, I act like it's a race. I act like tomorrow I'm going on vacation and I've to get everything done today because

there is no tomorrow, right. Don't you find it odd that somehow when you have to go away on vacation, you somehow get all this stuff done that you were not able to get done before in the past that you're able to get done before you went on vacation? It's because you're rushing, because you know that you're not going to be able to do anything once you're on vacation. So, if you act like that on an everyday basis, it's going to help.

10. Delegate whenever possible. I heard this great quote one time. "If someone can do something 80% as good as you, you better delegate it." If you're a perfectionist, this is going to be tough for you. But if not, delegate. I try to give as much out as possible so that I can free up my time whenever possible.

11. Take 10-minute breaks for small tasks. There is always going to be little things that come up, so set a timer again. Do something for 10 minutes as long as you can do it and if you don't finish, try not to go back to it, work on whatever you're doing and then go back to it later in another 10-minute break. So, take 10-minute little breaks to get a lot of stuff done.

12. Create systems. I love systems. Systems stand for "save yourself some time, energy, and money." So, you definitely want to implement systems whenever you can. It might take you one minute longer, two minutes longer, even an hour longer to create a system. However, trust me you'll love the benefits so much more and you'll save so much more time than you ended up putting in to create the system in the first place. It works every single time.

13. Stay organized. You'll always be more productive if you're organized.

14. Plan ahead. Like I always say, you either fail to plan or you plan to fail. So definitely always, ALWAYS make sure you're planning.

15. Prioritize. Not everything is as important as you think it is all at the same time. You have to prioritize your tasks to make sure that you're doing what's most important at the most important time.