

# 10 Simple Ways To Save Time

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1. Make a checklist or to do list.
2. Set deadlines for yourself.
3. Confirm appointments.
4. Follow up on your agenda the day before.
5. Delegate.
6. Set time limits on phone calls and watching television.
7. Multi-task when necessary.
8. Be punctual.
9. Learn how to say, “NO.”
10. Respect your time and the time of others.