





# Top 10 things to get time back in your day

f94.4:78&8

f7&941.8949.3,84:47&0&84:

4708:&82&709.3,N:8.388&2.39&808

f Time block your routine tasks... even set a timer

f# Turn off email, social media, texts, and calls when 4: are working on your main task for your time block

f Create & implement canned email responses

f Hire out repetitive tasks to a freelancer, virtual assistant, etc.

f Create a project list and prioritize it... including added date ranges for when you want to do the project

f Create a weekly priorities list... and assign each priority to a time block

f Create a filing system in your email and document management system

f Manage your projects outside of your to do list

Implement a Customer Relationship Management system with automated workflows.