

This Free E-Book is brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**10 Efficiency Tips from World Class Experts**

**By Susan Dunn**

**10 Efficiency Tips from World Class Experts by Susan Dunn, MA, cEQc, The EQ Coach™**

Remember the "Type A Personality"? First labeled because a cardiologist found all the front ends of the seats in his waiting room were worn. The "Type As," so prone to heart attacks, couldn't sit back and relax for even a second.

Over the years, in working with Type A personalities (and lately, those with "Achiever" on the StrengthsFinder(tm) profile) who want to get more balance in their lives, I've learned the ways of the Super Efficient who lack balance, sacrifice pleasure and esthetics for efficiency, and know how to churn it out.

Say what you will, their trains run on time!

If you need more time, try these things. If this becomes a lifestyle, get some coaching.

1. Fix your hair once and for all.

Cut it all off or let it grow long so you can slap it up, or wear it any length and accept it in the wash and dry mode. Eliminate makeup.

2. Buy efficient containers.

Type As will tell you how much time is "wasted" in getting into things. It takes less time to flip a cap on the shower wash than to unscrew it; less time to pull-tab the coffee can than to use a can opener; less time to zip and Velcro than to button; less time to open a new CD with a CD-opener than whatever other d\*\*\* thing you try. Leave the top off the lotion tube. It won't dry out.

3. Eliminate needless decisions.

Fix your work wardrobe so it will work with one pair of shoes and one set of earrings. Have the same thing for breakfast every day. Make Saturday morning grocery shopping day. Wash the car every

## 10 Efficiency Tips from World Class Experts

Sunday afternoon. No exceptions.

4. Focus on purpose and speed in daily maintenance regime and just get them done.

Awaiting an important phone call last week, which of course came when I stepped into the shower, I was out and clean - including hair - in time to catch it on the 4th ring. Why are you spending 20 minutes in there? Same soap, same scrub, I just didn't enjoy it. P.S. Get good bath and shower mats so the rubber can hit the road at top speed. Then you can really go fast. And buy thick towels; it takes less time to dry yourself with a good towel.

5. Streamline your Search and Seizure Mission.

Spend this week cataloguing the things you're always hunting for – and note how much time it takes. Then make a place for them and keep them there. i.e., get all the medicines in one place, get all the laundry supplies together, ALWAYS put your keys on the kitchen counter.

One Achiever I work with keeps all his clothes on shelves in the bedroom – no drawers to open, and he can see everything.

6. Use money to save time.

Having 2 school uniforms for your child means you must always be worried there isn't a clean one, and you'll be forced to wash at inconvenient times, sometimes just the uniform. What a waste! Go ahead and buy 5 uniforms. Heck, buy 7.

Another application: If you cook and bake, go ahead and buy tiny containers of every spice and herb known to [wo]man so you won't have to go out and buy them one at a time when you need them. Or have to change recipes after you've already spent time deciding on the first one.

7. Quit wasting time on your food.

Another Type A-er doesn't peel his carrots or remove the greenery and that and a can of easy-open tuna is his lunch. Every day. Another one brings two bananas – easy peel, not much chewing – and a box of raisins he eats in two fistfuls. Then it's back to work, hi ho!

Work up 3 meals you know your family will eat that are quick and always have those ingredients on hand. In my house it was (1) homemade chili, (2) macaroni `n' cheese with meat and (3) homemade stew. Ingredients required: frozen hamburger, stew beef, and pork chops; can, bag or frozen macaroni and cheese - frozen, of course, being the quickest; cans of tomatoes, beans and consommé, potatoes and carrots. Mindless. And while they "stew" you can build Rome!

8. Multitask

I wrote this Top Ten sitting in Jiffy Lube. Others were picking navel fuzz, complaining to friends on their cell phones about the long wait, making new friends, and reading mindless magazines. Other things to

do at Jiffy Lube: make shopping and to-do lists, mark files for your secretary, write write your mother, analyze the Schleiffen Plan. Don't just sit there!

9. Eliminate some pleasure and wandering in your daily life.

Biggest time wasters for me, because I love them so, are messing with e-mail and chasing rabbit trails on the Internet. Turn off the "You've got mail" sound and check your email just once a day. Resist all urges to open links and go exploring the wonderful and wacky world of the Internet. Label it "play" and assign it a time.

10. Get a maid

I don't care what Flylady says, if I do it myself it never ends - it's psychological. If I have the maid service it is all done at once, and it isn't my responsibility. Even flour spilled on the kitchen floor can wait for a week if need be. Doing it all at once saves getting stuff out, mixing things, moving around. The freed energy alone – knowing it's their job, not mine – makes me 10x as efficient.

© Susan Dunn, MA, cEQc, The EQ Coach™, <http://www.susandunn.cc> . Bringing the power of EQ to your life through coaching, distance learning, eBooks, and Special Reports. Susan is the author of "How to Live Your Life with Emotional Intelligence" - <http://www.webstrategies.cc/ebooklibrary.html> . Want to become a certified EQ coach? Go here: <http://www.eqcoach.net> . Be certified in 3 months, no residence requirement.

### **Gas Saving Tips 1 – Use Less Gas And Save Money**

**By Doug Smith**

You have probably heard these gas saving tips from the Environmental Protection Agency (EPA), the Federal Trade Commission (FTC), and whoever taught you to drive. Yet very few people actually bother to implement them.

Why is that? Are people tired of hearing them? Have these gas saving tips been said so many times that people tune them out? Well, you are going to hear them again in this series of articles, along with the reasons why they DO work!

**Gas Saving Tip #1: Know Your Vehicle's Fuel Efficiency**

The actual fuel efficiency of your car will probably differ from that stated on the price sticker. Variables such as make, model, weather, city or interstate driving, and driving habits will affect the fuel efficiency. Efficiency is measured in miles driven per gallon of gasoline used (miles per gallon or mpg).

That is why you should periodically calculate your vehicle's fuel efficiency. If you see it decreasing, you know that something's not right with the engine and can take quick action to fix it.

## 10 Efficiency Tips from World Class Experts

Some people are unaware of how to properly calculate fuel efficiency. It is more than simply dividing miles by gallons. For example, if someone drives 500 miles and then buys 1 gallon of gas, the fuel efficiency is not 500 miles per gallon!

Here is the proper method to calculate fuel efficiency in mpg:

1. Fill up your gas tank. Do not top it off.
2. Write down the starting mileage.
3. Drive until the tank is almost empty.
4. Fill the tank up again the next time you need to buy gas.
5. Write down the ending mileage.
6. Write down the number of gallons of gas it took to fill up the tank.
7. Calculate the Miles Traveled as the Ending Mileage minus the Starting Mileage.
8. The fuel efficiency in mpg = Miles Traveled / Gallons Used

Example:

A driver fills up her tank when the odometer reads 25,000 miles. When the tank is almost empty, she fills up with 18.5 gallons, and the odometer reads 25,500 miles.

Starting Mileage = 25,000 miles Ending Mileage = 25,500 miles Miles Traveled = 25,500 – 25,000 = 500 miles  
Gallons Used = 18.5 gallons Fuel Efficiency = 500 miles / 18.5 gallons = 27 mpg

If her next efficiency calculation under similar driving conditions is only 20 mpg, she knows that something is wrong with the vehicle.

As gas prices go higher, the need to save gas and save money on fuel is greater than ever. More gas saving tips can be found at the website below.

Copyright 2006 by Doug Smith, who invites you to find more free information on gas station credit card

and many more gas saving tips at



This Free E-Book has been brought to you by [Natural-Aging.com](http://Natural-Aging.com).

**[100% Effective Natural Hormone Treatment](#)**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**