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## Get An Extra Hour Out Of Every Day

By **MalaMaal.com**

Get An Extra Hour Out Of Every Day

- Make up and follow a detailed, daily schedule.
- Get up earlier.
- Do less passive reading, TV watching and the like.
- Avoid allowing others to waste your time.
- If you commute to work, use the time to study or plan.
- Organize your work; do it systematically.
- Make creative use of lunchtime.
- Delegate authority if possible.
- Spend less time on unimportant phone calls.
- Think first; then do the job.
- Do instead of dream.
- Work hardest when you're mentally most alert.

## Get An Extra Hour Out Of Every Day

- Eliminate activities which make little contribution to the best results for your life.
- Always do the toughest jobs first.
- Before each major act, ask: Is this REALLY necessary?
- Choose interesting and constructive literature for spare–moment reading.
- Learn how to sleep. Sleep soundly, then work refreshed.

### The Overworked Manager's Rescue Package

- Skip desserts.
- Stop smoking.
- Write notes or letters while waiting for others.
- Always carry an envelope with paper in it, stamps and a few postcards.
- Combine tasks which are done in the same area.
- Be prompt for all appointments.
- Lay out your clothes the night before.
- Relax. Ready yourself for the important jobs in life.
- Concentrate on the specific task you're doing.
- Always carry a pencil and paper to capture important–to–you ideas.
- Learn to do other "unnecessary things" while watching TV or listening to the radio.
- Call on specialists to accomplish work you cannot do efficiently.
- Learn to read more rapidly.
- Nap an hour after dinner. Then take a shower. Begin the evening hours relaxed and refreshed.
- Avoid making a "production" out of small tasks.
- Avoid interruptions.
- Tackle only one job at a time.

## Get An Extra Hour Out Of Every Day

- Search out job short-cuts.
- Know your limitations.
- Work to your top capacity.

### MAKE YOUR DAYS HAPPIER

Here are some tested ways to make your days fuller and happier.

#### The Hottest New Web Business Online

- Mend a quarrel
- Search out a forgotten friend
- Dismiss suspicion
- Write an overdue letter
- Share some treasure
- Give a soft answer
- Encourage youth
- Keep a promise
- Find the time
- Forego a grudge
- Forgive an enemy
- L-I-S-T-E-N
- Apologize if wrong
- Think first of someone else
- Appreciate
- Be kind
- Be gentle

## Get An Extra Hour Out Of Every Day

- Laugh a little more
- Express your thanks
- Worship your God
- Gladden a child's heart
- Enjoy earth's beauty
- Speak your love for mankind

Make Every Day A Great Day

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Trade Secrets

**The Value Of An Hour**

**By John Assaraf, "The Street Kid"**

**The Value Of An Hour by John Assaraf, "The Street Kid"**

Yikes!

Get An Extra Hour Out Of Every Day

365 days, times one hour each is...yup, nine 40-hour weeks!

I thought I could be awesome!

Guide To Profitable Forex Day Trading

Please adopt an hour a day for yourself!

And remember...you can't take out of life more than you put in.

How To Receive 5,000 Hits Per Hour, Free

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