

Not Enough Time To Get Stuff Done? Try Creating It!

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By Julian Stone

Are you finding that you don't have enough time in the day to get your work done? Here are some ideas to help you 'create time' in the midst of the busyness.

Change Your Work Hours & Save 6 Weeks!

Imagine! Having an extra 6 weeks in the year to get work done or spend with the family! Are you working from 9am–5pm? That means you are probably traveling to work in peak hour traffic. In many cities, the average commute can take up to an hour each way. If you change your work hours from 9am–5pm to 8am–4pm, or 10am–6pm, you could miss the peak hour traffic and save 30 minutes each way. This amounts to one hour a day, 5 hours a week, or 250 hours a year! And that's about a 6 week time saving!

Commuting - Time Consuming and Boring? Or Productive Time?

Are you one of the many commuters stuck in traffic each day? Many employees spend 30–90 minutes commuting to work, each way in cars, buses and trains. Do you get road rage? Stressed with the bustle? What a way to start the day - stressed! What if you could use this time to your advantage? If traveling by car, start thinking about what you have on that day, or use a Dictaphone to write a letter. Plan your first half of the day in your mind whilst driving. If traveling by bus, read a proposal or a work brief. If traveling by train, use your laptop to clear some emails.

Look for new ways to turn the time consuming chore of commuting into an invigorating 'Head Start' on your day. This will help you save time, and start work in a more focused manner.

Crazy Email Confusion? Or Disciplined Email Habits!

"Answer emails as they arrive, or a few times daily?" Most people answer emails as they arrive. This creates a distraction and can take 5–10 minutes after each email to get focused on work again. Based on an average of 10 emails a day and 5 minutes refocusing time, that's about 4 hours a week being wasted. 20 emails a day can rob you of 8 hours a week etc.

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To save time, only check your emails at set times (i.e. 9am, 11am, 1pm, 4pm), and answer as many emails as you can in 15 minutes. Having set 'Email Checking' times will help you stay focused and achieve more.

"Become a 'Conversation Finisher', as quick responses are good responses." When people email you with a question, answer it! Don't go off topic or get drawn into long-winded discussions. By answering right the first time, you will save time from ongoing related emails. Most email users use the 'Forward' and 'Reply' button far too much, resulting in confusing conversations, and not getting resolution on issues! Let the buck stop with you and save time!

Spend Time Planning & you'll Create Time!

Spend 15 minutes at the start of each day planning your priorities for the day. This will ensure you

make time to get the 'Big Stuff' done. It's easy to fit the small stuff around the big stuff, but not as easy to fit the big stuff around the small stuff. As a famous quote said, "If you fail to plan, you plan to fail!"

Obey the '5 Minute Phone Call' Rule & Save Hours!

When answering calls, be decisive and to the point. A good method to save time on calls is to have a timer on the desk and start it when you answer the phone. Spend the first minute getting all the info from the caller. Spend the next 2–4 minutes providing answers, info or helping the caller. When you get close to or over the 5 minute mark, start winding up the conversation. Make sure you always end the conversation, not others and you should control your time, not others.

How Long Does it Take to Eat a Sandwich?

Employees are given 30 to 60 minutes for lunch. There is nothing wrong with having a break, but if you're under pressure for a few days, or need to stay focused on a project, make a sandwich the night before. Be a nerd and bring lunch to work! It takes about 5–10 minutes to eat a sandwich (and homemade always tastes better) but the real saving is time. By eating a homemade sandwich, you'll save up to 50 minutes a day, or 4 hours a week!

And if we're really honest, that time would only be spent waiting in queues at cafés or on gossip in the staff kitchen. Make a sandwich and shave 4 hours of stress off your week!

By Julian Stone - Project and Time Management Consultant and CEO of

<http://www.proworkflow.com/>

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Fun & Money In E-Media

By Susan James

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There's lots of stuff on the Internet about making money; and lots of folks Marketing Different products and services. I'm only addressing folks who write books, and many of the questions that come from those folks on making money with their books and using the Internet as a Primary Tool.

I write from experience and not theory. I am having fun and I am making money. I use all of the tools of the Internet that are easy for me to use. If they are too hard for me then I don't use them, and I don't try to teach the hard stuff to myself.

I will tell you this: If you have written a book, then you have to be willing to expand outside of just your book. If you want to have fun and make money by using the Internet as your Primary vehicle of creating your information as well as promoting it, you must expand outside of your book.

If you get stuck in **I wrote this great book** and your primary product is that book, then most likely your attitude is that you are hoping to be discovered. That can happen. But in the meantime, you might want to have some fun and make some money, instead of staying stuck on the hopes that you will be discovered.

Waiting to be discovered is almost like you wanting to meet mr or mrs prince charming, by not leaving your house, despite the many opportunities you are asked to go out of the house.

You stay in the house with the notion that prince charming is just going to knock on your door, when you have put no energy out there for that to actually happen.

I have not once said: **I am writing a book to be famous.**
What I have said, is I intend on being a Web Based Multimillionaire. That has put me on the potential path of that happening. But it is happening with more than **a book**.

I began with 2 newsletters, when I did not know what the heck I was doing. Those 2 newsletters have grown into 3 ebooks and 2 Paperback books, soon to be 3, with more

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coming. Money comes to me from that. The newsletters and

books were all created electronically and all business for them was conducted over the Internet before I ever had a paper copy of anything. All electronic.

Also I do Personal Assistance Stuff and folks pay me money for that. I also do online courses and folks pay me money for that. I also do tons of free stuff.

I love every inch of what I do ! Its all related to my writing ! ALL of it! Next for me is audio versions of my stuff, and folks will send me money for that.

And this essay, that you are reading is the beginning of a new book; ebook first entitled: *Manifesting E-Media*
Why that as a title?

Since there is a mechanics behind having fun and money show up in our lives, and that's what I write about; that is also what I apply to my livelihood of which I have created with the Main Thread that runs through all of my writings. Simply the themes of *User Friendly Physics*, or *How To Get What You Want w/o Goofin' It Up First!*

So, if you are a writer, please know there is *gold in them thar hills!* But you have to be willing to expand your writing beyond the actual book that you are writing or have written.

I have friends who have written Novels, and they keep having them edited and this and that, and as of yet have not made one penny off of their writing; and they keep paying for more edits. They have no energy moving , or momentum to bring the money to them in ease. They also are not willing to think past their current manuscript, and are hoping to be discovered, so they worry and wait, and hope.

Well Not me Bub, I wanna have fun while I am creating more of my writing stuff, and part of that fun is being sent money for the stuff that I do now !

And yes, I would write and have written much stuff for free, just because I love writing and have to write; but when you make the Decision that writing is your livelihood, then at some point all other income streams have to go, so that you can do

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only that.

It will be at this point , that the only source you have as an income are things related to your writing. So you do want to get paid, and are no longer doing only free work. You can't do only free work for the love of writing, and live by the

means that we live in todays societies.

Money helps us live as we choose and our writing can very well be a vehicle of that. And when you can do *that*, then Life is But a Dream !

Susan James, writes of *User Friendly Physics* to design our lives by; from Dreams Come True to Weight Loss: Visit Susan's website for more details!

<http://members.wordthunder.com/manifesting101.html>*Manifesting Methods for Would Be Millionaires* (ebook)(by Susan James) Sample *The Branches* :Send Blank Email To: manifestmillionaire@getresponse.com<http://www.booklocker.com/bookpages/susanjames03.html>



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