

5 Easy Tips to Save Time in Business

Here are some things I have learnt to save time while working in my business. These are simple easy ways you can use to manage your time so you can get on with doing other things.

1 – MANAGE YOUR EMAIL INBOX

Be in control of your emails. Having too many emails in your inbox not only clutters your computer, it clutters your head. I manage my emails by unsubscribing to emails that I don't really read or need and do a regular clean up. If you are anything like me, having a large amount of too many unread emails in my inbox each day makes me restless and overwhelmed. Give yourself an amount that you are comfortable with that you can manage and stick to it each day, say having no more than 15 unread emails per day.

2 – COLOUR CODE YOUR FILES AND FOLDERS

Using different colours make it quicker and easier to locate your files and your folders. Colour code your folders into different categories. For example, I have a separate colour for each of my accounts, clients, marketing, networking, resources and my programs. I have them on a book shelf in colour order and it makes it easy to find quickly.

3 – KEEP YOUR TO-DO-LIST SHORT

I use a to-do-list all the time. It helps keep me focussed on the important things I need to get done in my day. I always hand write it somewhere where I can see it all the time and in easy reach to tick off my completed items. It's a great feeling of accomplishment when I have them all ticked off. Keeping your to-do-list short means that you avoid overwhelm and frustration. If you haven't completed everything on your to do list, then add those items to the next day's to-do-list. Have a limit that you have on your to-do-list that you know will complete within the day. I work with 5 items on my list each day and what doesn't get done just gets moved to the next day. If I get through my to-do-list quickly in my day, then I can add these on and they feel like a bonus.

4 – USE A MONTHLY PLANNER

I use a monthly planner to plan my work and my personal commitments. I have it in a place where I see it all the time. It's a quick check when I am on the phone and making appointments and can easily see how to manage my day, my week and even the month. I can schedule my personal stuff and time out with a quick glance.

5 – CHECK YOUR WEEK IN ADVANCE

Every Sunday evening I check my weekly commitments and ensure that I have everything prepared. If I haven't got it all organised, then I put this on my to-do-list for Monday morning so that I am good to go for the week.