

101 Time Saving Tips

Phone:

1. Ask someone leaving a long message to call back and leave it on the answering machine.
2. Teach children to answer the phone and ask who is calling and why and to stop solicitors at that point.
3. Sign up to NO CALL lists to stop solicitors.
4. Buy a cordless phone with a headset to keep hands free for tasks.
5. Keep paper and pen by every phone.
6. While on phone do quiet chores such as dusting, folding laundry, and filing.
7. Use caller ID to screen calls.
8. Call your home answering machine (or email yourself) to leave reminders.

Paper/Finances

9. Take mail directly to trashcan and dump any bulk or junk mail.
10. Open and discard mail not needed.
11. Create a bill paying center with envelopes, stamps, address labels, and checkbook.
12. After paying a bill, file the receipt.
13. For papers that will take time for a response, file them in to-do folders.
14. Keep folders vertical for easier access.
15. Pay bills immediately or at a scheduled time each month.
16. Try online bill paying.
17. Tape receipts to warranties/directions and file them.
18. Place charity receipts, stock sales, etc. in a tax folder.

Email/Computer

19. When ordering online always check boxes regarding junk mail.
20. Use a junk mail filter
21. Set up a junk email account to use for online research.
22. Use your shift key to highlight groups of junk mail and delete all without opening.
23. Delete unneeded emails. Files of email slow down processing time.
24. Delete emails sent that are not needed.
25. Set up an address book for people emailed frequently.
26. Save time opening folders of frequently used files by creating desktop aliases (Go to your computer help for how-to).

27. Buy a PDA with a portable keyboard that links to your computer. It lets you work anywhere without the need to transcribe later.

Catalogues

28. Throw out catalogues same day received.
29. If you must look save only the page with items you plan to order.
30. Place catalogue pages into files, according to date received. Discard after 6 months.
31. Instead of saving a catalogue, save the web site address on your computer.
32. If catalogue companies send email ads, ask to be removed from the list.

Meetings

33. Ask for meeting agendas, then check to see if it's worth attending.
34. If you want something discussed request it be added to the agenda.
35. Network at meetings. Write names of people you hope to speak to and make notes of what you want to discuss.
36. Schedule meetings with other attendees before or after the meeting.
37. Take along a book or work in case meeting is delayed.

Meals

38. Keep a master list or an index file of favorite recipes.
39. Double recipes and make one to freeze, one to eat.
40. When freezing a meal, write directions for cooking/serving on container.
41. Mix fresh ground beef into favorite meatloaf, beef pies, etc. then freeze, uncooked, with directions attached.
42. Cut up all vegetables at once. Store unused portions in frig or freezer.
43. Clean cookware as used to save scrubbing later.
44. Post the menu. It cuts out interruptions of "What's for dinner?"

Shopping

45. Keep a sheet posted for family members to list items needed.
46. Plan the menu before making the grocery list.
47. Add recipe book/page numbers on menu.
48. Write errand list in order for stops that saves time and gas.
49. List grocery items under store divisions such as produce, meats, dairy, paper, etc. to pass through each area only once. (Or underline in colors for sections)
50. Highlight items on shopping list for which you have a coupon.
51. Set time and spending limits before shopping and stick to them.
52. Park where you expect to exit stores.

53. Shop online and via phone, especially when there's free shipping.
54. Buy extras of items used up frequently.
55. When gift shopping, try to list all gifts for a season and buy at once.

Trips/outings

56. Before trips, make a packing list.
57. During trip, add to list any forgotten items.
58. After trip, store list in suitcase for next trip.
59. In outer pouch pack cable ties and tiny scissors to close suitcase.
60. Keep items for frequent items in a bag to go (Grandma's, park, Bible study).
61. Post special dates/times for family members to remember.
62. Post a large calendar and use colored markers each person's scheduled activities/appointments.

Household

63. Keep a list of regular home maintenance (cleaning AC filters, etc). Build maintenance into schedule.
64. Keep cleaners in a bucket for mobility-such as bathroom or car cleaning supplies.
65. Evaluate yourself. What makes you back track most? Consider rearranging to eliminate extra steps.
66. Practice putting items away, not down.
67. Keep track of time when cooking or soaking items by setting and taking a portable timer to where you want to relax or work..
68. Set timer for 5 or 10 minutes when you are bored and spend the time on little chores. It's amazing what can be done in a few minutes.
69. Inside a kitchen cabinet post names and phone numbers of repairmen.

Storage

70. Make a master list of storage containers in attics/basements.
71. Tape a plastic envelope on storage containers. Slide paper inside listing contents.
72. Rotate nick knacks to save time dusting. Store extras. Consider tossing out anything stored and not used more than one year.
73. Store loose items in dip bags and then into containers.
74. Fold and store sheet sets in matching pillowcase for fast retrieval.
75. Convert to plastic containers to keep out dust and bugs. It saves cleaning time and replacing ruined items.
76. Keep a plastic storage bucket with lid for outdoor outings. It can hold toys, towels, and snacks, serves as a table, and keeps sand and dirt out of car.

Miscellaneous

77. Clean light bulbs to increase light by 50% and save time squinting to read
78. Clean up a dropped egg fast- sprinkle salt on it
79. Set up a gift wrap center with all supplies-tape, scissors, bows, paper
80. Keep track of new gadgets and ask friends what works.
81. Keep blank index cards in purse for note/ideas.
82. Keep small task items in cars and/or near phones to fill wait time. (Note cards, book, etc.)
83. Keep a box for items to give away and give contents away regularly.
84. Keep an empty box in vehicles to hold items loose items.

Children

85. Keep your word. To give in to whines after making a decision greatly increases time children spend arguing in the future.
86. Delegate chores. Young children can put away toys, clothes and even help with laundry, cooking, and cleaning.
87. Use incentives. Save snacks and dessert for rewards after homework or chores are completed.
88. Teach children to keep school items together to save on hunting for them.
89. Train children to spend 5 minutes every morning making bed.
90. Teach children to clean up one toy before taking out another.
91. Tape envelope with game directions inside lid of game.
92. Teach your child to make simple snacks and clean up after eating.
93. Train children to spend 5 minutes nightly putting dirty clothes in hamper and packing for school.
94. Fold laundry, sort mail, or do other chores while watching children bathe.

School days/Activities (Many work for home school too)

95. Set up study area with ample light and reference books nearby. It helps a person work faster.
96. Set up a school supplies center with paper, pencils, etc. and keep it stocked to save time searching for supplies.
97. Set up a morning schedule for hygiene, bed making, and breakfast.
98. Get fax numbers of classmates. For absences or lost papers, call and ask to have work faxed.
99. Lay out clothes the night before, including shoes and PE outfit.
100. Fill backpack at night, including signed notes and field trip/lunch money
101. Set up an inbox for children to drop notices and forms.