

10 Ways To Gain Two Hours A Day

- 1.) Turn off the TV! The average person watches TV for 3 hours.
- 2.) Group projects together such as emails or phone calls. Stopping & starting wastes time.
- 3.) Don't answer the phone – let it go to voice mail and return calls later.
- 4.) Get up 15 minutes earlier and go to bed 15 minutes earlier.
- 5.) Enroll in Zig Zigler's "Automobile University" – rent books on audio and listen to them in the car while you are driving.
- 6.) Cut your lunch 15 minutes short.
- 7.) Hire an assistant (could be book keeper, house cleaner, pick up dry cleaner, etc)
- 8.) Focus – lock in like a laser on your project or work. Cut out distractions.
- 9.) Change your work hours to include time when others aren't at the office.
- 10.) Spend 15 minutes planning your day – work on the important tasks more efficiently.

2 hours per day is 14 hours a week and 728 hours in a year!