

Five Neat Ways to Save Time

We all have the exact same number of hours in the day, always the same, always 24, no matter how much or what we need to get done. We all see around us examples of people who give generously of their time to help others, find the time to make everything by hand, seem to be at work at 07.00 in the morning, and ask ourselves, How? Where do they find the time? When do they sleep? What makes them special is that they have figured out a way to make extra time. So, how can you maximize your efficiency in order to make more time? Here's some examples of how you can maximize your time.

1. Cook in bulk. Bulk cooking saves both time and money. If you're preparing a home cooked meal, make several extra portions and put them in the freezer. Since you're already cooking, there's very little extra time or effort involved. You can also prepare certain items or ingredients in advance as opposed to whole meals. Items such as ground beef or boneless chicken breasts are fantastic to cook in bulk and freeze in small packages for quick easy meals.
2. Plan your meals. Once you have meals or partial meals ready and waiting in the freezer, the next thing is to plan your meals. Know what you have in the freezer and use it wisely by planning your meals a week at a time. If you know what you will have for dinner each night, you will save time that would be spent trying to figure out what to have, stopping off at the supermarket, or even worse, spending extra time and money eating out or getting take-out at the last minute.
3. Schedule your laundry. Treat stains and wash them as soon as possible after they happen as this reduces the amount of time you will spend trying to remove stains later. If you have a laundry schedule then it becomes something you throw in and then go and do something else. If you remember to put one load in each evening when you arrive home you won't find yourself constantly running out of clothes. Don't do it in the morning as then the clothes will be left all day to wrinkle. Once a load is done, take it out immediately, fold it and put the clothes away.
4. Consolidate your errands. Another easy way to save time is to try and group your errands. If you save your errands and try to run them all in one block of time, you will save both time and gas money. Instead of leaving your house numerous times, make a list of the errands you need to run and plot them out according to location.
5. Institute desk time. Try to have desk time each week when you sort and pay all of your current bills and update your budget. If you are sure to check at least once a week, you avoid the chance that things will slip by you. It's much easier to stay on top of your budget and balance your bank account once a week, rather than try to remember what happened last month!

Now that you have some time saved, find something you love to do and re-invest it in yourself!