

TEN

little things

that take up

BIG time



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www.CiaraDenise.com

www.CcDenise.com

About Ciara Denise



Ciara Denise is a real life "Every Woman", juggling a career with what she likes to call a full family, and pursuing her passion! She is set to release her debut Motivational book entitled, Every Woman Needs a Plan in August of 2010.

Pre-order Your Copy Today and learn more about Ciara at her websites,

www.CiaraDenise.com and www.CcDenise.com

10 little things that take up **BIG** time!

Ever wonder where the day goes? You start a task that's suppose to take all of 30 minutes and when you look up the sun is setting on you and all the plans you had for the day. Or maybe you know where your time is going, a full time job or school, and you just wished you had more of it! How many times have you heard someone say, "There just aren't enough hours in the day"!? I know I've heard it plenty. But is it really true? Could it be that we do have enough time, and that we waíst most of it on miscellaneous, unimportant things? Or maybe too much time on things that can be considered important. Time is money; so when you manage your time more efficiently, your money starts to add up as well. This e-book points out ten of the most common time (and therefore money) drainers. And don't you fret, I've included some simple tips on how to overcome these sneaky little time intruders as well!

#1: Aimlessly browsing the Internet

This one is major! How many times have you set down to check your email before moving to what you're "suppose" to be doing, only to look up an hour later realizing that you haven't even thought about what you were "suppose" to be doing?!?! I am guilty of this one (along with each and every one of the others!) myself. Whether it's because you're not familiar with the internet and it takes you forever to find what you're looking for or you are defiantly avoiding what you need to be doing, it is so easy to get side tracked while working online. I can think of a million things I want to research when I'm working, but let me be on my free time and nothing comes to mind. I'm thinking that already being in work mode is what gets my mind-track running on everything else I have going on.

Time Saver Tip

To stay productive in the black hole that is the internet I write emails to myself of whatever it is that I want to research or look further into while I'm working. You can write notes or something similar. I write emails because it's the one thing that I'm guaranteed to check. The reason this takes up so much time is that we know we won't remember to come back to whatever we stumble upon, so we try to do it right then. This changes your focus and takes up time.

#2: TV (make down time count)

Thinking back before I met the Hubby and had the kids; it was just me living in my one bedroom apartment. I'd literally go to work, come home, straighten up if necessary, shower and lay down to watch That 70's Show & King of Queens. Oh, simple times they were. Now let's fast forward to my life today: THERE IS ALWAYS SOMETHING TO DO! Gone are the days that I could carelessly keep up with all of my favorite shows. Now if I'm watching the news I feel guilty because I really should be washing the dishes or putting the kids to bed so that I can get in some writing. But here's the thing ... I still did it! Avoiding (again) what I needed to do but not necessarily wanted to do, tv was and is the ultimate escape. How easy is it to think, "Oh I'll just catch this one show and then go back to working" and then you wake up in the morning (because you fell asleep after the 3rd show) having to start on yesterdays to do list? TV always got me like this. One show would always lead to more.

Time Saver Tip

Record. Whatever your method, if you must see the show but the time is off your schedule record it. If you are able to catch your show, make down time count for something! Use commercials to check important emails, bust the suds or get in a work out. You'll be surprised how much you can get done in the 10 minutes worth of commercials in a 30 minute show. Another thing I do is wash all of the clothes for the week and fold in one sitting while catching up on all the shows I missed during the week. By the end of show 2 I'm putting clothes away and feeling stress free as I cross "laundry" off my to do list!

#3: Daydreaming

Another avoider method, daydreaming can sometimes be a good thing. I like to say iDream in real life. Meaning I have goals that I plan and am working towards attaining, not ones that I can only believe in when I'm asleep.

So thinking ahead and planning what you want is actually productive.

Getting to far ahead of yourself to the point that all you are doing is "imagining" the life you want versus living it is a problem. Action is always a requirement for success, so spending all of your time thinking is actually as much of a waste as action without thinking.

Time Saver Tip

To-do list keep you focused. You know what you need to do and you know what you need to do next. This eliminates the time between productivity that can lead to you drifting off into LaLa land. I personally have at least 3 to-do lists going everyday and it really does help. Half of what I need to do would probably be over-looked if it wasn't for keeping them visible when I'm doing other things.

#4: No Game plan

I'm very big on planning now that I know what my life looks like without it! Yes, I know that there is absolutely no way to KNOW how every situation will play out ever. But you can prepare yourself for the most common outcomes. You keep a spare "just in case" you get a flat, right? You have no idea when or if it will happen, but just in case it does you are ready. That's what having a game plan is about. I know I have work in the morning and I know I need to wear clothes. So why not get that outfit ready the night before. Yes, it might rain and you may have to switch it up a bit. But your foundation is set and you can always build from that. Your morning will look like a very different scene, as you can eliminate the extra 10 to 15 minutes it takes to look for something to wear. You might even be able to set the clock back a little or use that time to truly wake up and be more productive during a time that usually stumble through ... slowly. The same goes for lunch, whether you're trying to save money or calories. Prepare your food early and you're actually more likely to do it all together. How many times have you had the good intentions to take lunch but then realized that you just didn't have time to do it before you had to rush out. A game plan just makes everything run more smoothly.

Time Saver Tip

Give yourself room for error by doing things the day before and at least consider what could go differently. For example, the weather, location, etc. Less stress equals better thinking and more productivity.

#5: No Effective Game Plan

Same concept as number 4: Not only do you need a game plan, but it has to be a good one; one that makes sense. You can have an outfit ready for the next day, but if the news said it would rain and you took out open-toed stilettos ... you will still be looking for shoes (if not an entirely different outfit) in the morning. Which will make you twice as upset, right?

Time Saver Tip

Take a little time to plan effectively. It will pay off in the end.

#6: Unprepared for Surprises

This ties into your game plan as well. Like I said before, there is no way to plan for every single detail of the day but you can have certain things in place that will make dealing with the unexpected a little easier and less time consuming. Let's say the news said nothing about rain. You walk outside in your beautiful peep-toed sling backs and the rain starts pouring down like someone's throwing buckets of water from your roof! What do you do?

- A) Stand there and wait until the rain stops
- B) Make a run for it and risk sliding right into your car or worse
- C) Pull out the umbrella that you keep "just in case" of times like this

C would definitely mean that you were prepared and save you the time you would have wasted on standby or changing your soaked clothes.

A little preparation goes a long way.

Time Saver Tip

Get the things you need even if you don't necessarily need them right at that moment. By the time you need it enough to get it, it will be too late ☺

#7: Unaware of the Time

This might be the worst one of all for me. I can't tell you how many times I THINK I have more time than I actually do. Many, many times! I'll say to myself, "You have time, go ahead and log into Facebook. It'll only take a minute or let me just watch the end of this show". Then I'm running around trying to get myself and 3 kids ready for pictures in 30 minutes. It happened to me over and over again until I realized that I was doing this to myself. Time flies when you're NOT looking. It only creeps by when you are paying attention!

Time Saver Tip

Give yourself more time than you think you need. That way you'll be right on time or have time to spare! Win, win

#8: Snoozing = Loosing

Ever notice how you feel worse when you hit the snooze on the alarm and actually fall back asleep before the alarm blares off again?!?! It's so much easier to just get up the first time and get your day started. The most you'll be able to squeeze in is another 30 minutes to an hour that will feel like 10 minutes before you really do have to roll out of bed. Or you really don't hit the snooze all the way and end up over sleeping. During that time you could actually have been up and out and on with your day. Just to be honest, I've always been a morning person. But after becoming a Mommy it gets harder and harder to get up, maybe it's me ... idk. I had to figure out a way to get up consistently because there is just too much to do to sleep in on most mornings.

Time Saver Tip

This simple trick worked wonders for me. I moved my alarm clock from my night stand (striking distance) to my tv stand (across the room). This means that I have to walk across my room to turn the alarm off. It's actually closer for me to just continue on to the bathroom versus hitting the snooze and walking back to my bed. Plus the walk wakes me up a bit anyway. It always does the trick for me.

#9: Snack Attack

Are you really hungry? Or are you looking for a way to avoid, again? Be honest. Hunger has physical indicators, such as stomach pains. It doesn't feel like boredom, it just doesn't. If you've eaten lunch within the hour but still feel the need to take a snack break, chances are it's more so the pending report deadline that's driving you away from your desk than your body's nourishment requirements. Snacking is most times nothing more than a distraction taking up valuable time.

Time Saver Tip

Push through the craving to validate it. If you are really hungry it won't just go away even if you're not focusing on it. Change your task to something more interesting to you if you find yourself looking for a way out of a more daunting task. This way you will still be productive and that productivity may lead to a breakthrough on the more difficult one!

#10: Rush Hour

Last, but not least ... traffic. How much of your time is spent waiting in lines of any sort? It's something that I absolutely hate. So much so, that I go out of my way to avoid it at any cost. Waiting in traffic, waiting for at the doctor's, looking for parking can all be avoided by one simple detail ... be early. Being late is asking for trouble and even on time means you coming in with the masses. Few people will be early, which means fewer people on the roads. If you're first at the doctors you slip past the patient delay. Meaning you don't have to worry about the Dr taking a little too long with another patient or the staff trying to fit in walk-ins and late comers; all adding up to a delay of you being in and out and on with your day.

Time Saver Tip

Get off the internet, turn off the TV, stop daydreaming, get your game plan together and make sure it's a good one. Get prepared and be aware. Skip the snooze and the snacks. Add up all that extra time you have, get to sleep a little earlier so you can wake up a little earlier and hit the road at least 10 minutes earlier. It'll save you a whole lot of time and your sanity will still be in tact when you pull up to the office!

LINKAGE

So now that you've cleared up all that free time you were wasting I have a bonus for you! Below are links to various sites that you may find helpful.

Enjoy!

www.Missmeanshoe.com

www.Luxuriousaffairs.com

www.ScarlettsModa.com

www.LetMeGrowStudio.net

www.Ardysslife.com/franchesca

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The End