

SIX TIME SAVERS

to Savor

Use a to-do list

A to-do list makes getting things done quicker.

Plan ahead

Knowing what to do helps you get it done faster.

Take advantage of your wait

Use your wait time to take care of other business.

Get organized

An organized home creates time to do other things.

Develop a routine

Routines free up time and lessen decision fatigue.

Say no

Remove non-necessities to spend time on priorities.