



## TenStep Supplemental Paper

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14 March 2004

### Time-Saving Strategies

Here are some successful timesaving strategies:

1. Wait without waste. Carry pre-stamped postcards, complete with address, and reading material with you. Whenever you have free time, such as on a plane, stuck in a waiting room, or because of a cancelled appointment, keep in touch with clients and catch up on your business reading.
2. Keep files at your fingertips. All work-related information needs to be filed for easy access. Use different colored folders for easy identification. For instance, use blue for projects and red for client resources.
3. Do not talk too long. Phone calls can distract you and disrupt your concentration. Accept calls only at specific times during your workday. When you return calls and the person is not there, leave a message stating when he or she can reach you.
4. Pack your bags. Always keep your travel bag stocked with basics. When you return from a trip, immediately replenish things used.
5. Choose conferences wisely. You may be wasting time and money if you attend too many similar ones and end up learning nothing new.
6. Meet with a purpose. Have a set agenda for meetings with clearly stated beginning and ending times. Mornings are ideal for meetings.