Time Saving Hacks
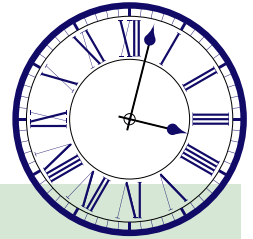## for busy women

1. Be self-disciplined

Stay on task and learn to say 'no' so you can say 'yes' to what is most important.

2. Batch your tasks

Use a mass production approach to manage routine tasks at work and home.

3. Be selective

Time is a commodity that is traded for something else – are you getting great value?

4. Delegate, let go of full control

Gift another person with the opportunity to learn a skill or task.

5. Set your priorities

Set your priorities for the day so the most important things get done first.