

Time Management For Your Home Business: 7 Ways To Win The Time Crunch

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Are you working a day job while building your home based dream business? Do you find it difficult to manage your time? Follow these seven tips to get more done growing your business, and have more time for other important things in your life, too.



1) Make And Use A To Do List Daily.

It's easy. Tonight, write down the tasks you need to do, in order of importance (revenue generating tasks first), on a 5x7 index card and tape it to your desk or computer. Tomorrow, do them one at a time, starting at the top of your list. Place any tasks that aren't completed at the top of the next day's to do list before you go to sleep. Seeing that list at the end of the day with everything (or mostly everything) scratched off is a great feeling.

2) Schedule Your Time For The Day.

Make note of your free time (non day job time) and schedule a block for each major activity that you need to do. Save the more involved tasks for the time of day when you are fresh and alert. Try your best to adhere to the schedule, but be flexible. Don't stress out when you run out of time and get off schedule. Over time you will know how much time a task will take to complete and will be able to plan for it better. Remember, this schedule is only a tool for you to set aside time for what you need to do. It's not intended to have a negative effect on you, but it could if you don't be realistic.

3) Do Not Disturb.

Make sure that your most productive periods are free from interruptions. Close your office door if you have to. Plan to use this work time when household distractions will be at a minimum. When the kids go to their grandparent's house. When your husband shoots pool with the guys. When your wife goes shopping. If you have to hang a sign on your office door, do it. You'll be surprised how much more you get done.

4) Make Time For Your Family.

Quality time with your family should not be sacrificed in order to build your home business. If you make time regularly for your spouse and children, they will be able to deal with your No Disturb sign without feeling neglected. Don't be the parent that the kids never see.

5) Take Your Work With You.

If your day job leaves you with slow periods when you do little or nothing, use this time to your advantage. Lunch breaks or smoke breaks can add up to some valuable time by the end of the week. Always carry the tools that you need to do your work with you. Don't go anywhere without your "idea notebook" and pen. Be prepared.

6) Automate Or Hire Out Tasks.

Computers and the internet allow you to automate certain tasks that were once time-consuming manual chores. Use autoresponders to deal with repetitive email questions. Use modern accounting and word processing programs that help you be organized and save you time. Use a list management service/program to make it easier to stay in contact with your prospects and clients. Don't be afraid to hire out some of your most time consuming tasks such as writing, proofreading and product creation. The pros do it, and so can you.

7) Time To Relax.

Don't kill yourself trying to work a day job and build a home based business at the same time. You need time to totally escape from your daily duties occasionally. Exercise is one of the best things you can do for yourself, while helping to manage stress. Don't sacrifice your health for business sake. Take that drive to the beach and walk a mile. Play basketball with your friends. Or just sit outside under a tree and read that new mystery you've wanted to read. A clear head will do wonders for your productivity.

If you give it a try, you'll see that IT IS possible to solve "the time crunch". Be organized and know what your total work load includes. Think about spending less time watching television, or on other useless activities. Don't forget your family. Even though you are working hard, make sure you are having fun. If you don't love what you are doing, don't do it.

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