

Practical Tips on Using Time Wisely

by Liz Gibbons

1. **Prioritize:** Do the most important things first.
2. **Organize:** If you follow the old phrase, “a place for everything and everything in its place,” it will save you time looking for your keys or other objects.
3. **De-clutter:** Get rid of items you no longer use or don’t like.
4. **Delegate:** If you live with someone else delegate certain tasks for them to do or to help you with.
5. **Hire help:** For jobs you really dislike doing or that require a lot of time, such as figuring out your income taxes, hire someone else to do the job.
6. **Don’t procrastinate:** Tackle that issue or task you keep putting off. Get it behind you. It will relieve a lot of stress on your body.
7. **Smart shopping:** Shop at non-peak hours. Make a list of items you need to purchase and take it with you. Combine several errands into one trip.
8. **Online shopping:** Have non-perishable food items, paper products, supplements, personal care products and other essentials delivered free right to your door. Order from Vita-cost or Thrive. Their prices are reasonable, and they often have a special discount on selected items or on your whole order. It is fairly easy to reach the amount for free shipping, but if you are short, create a group order with other family members or friends. (Be aware that Thrive has an annual membership fee.)
9. **Daily spruce up:** Spend ten minutes or less once every day putting items away and straightening up your living space.
10. **Pay attention to what you are doing:** You won’t find you absent mindedly put the carton of eggs away in the freezer.
11. **Plan ahead:** For example, when perusing greeting cards, if you see a card appropriate for someone later in the year, buy it now.
12. **Consider ditching your TV:** I seldom watch TV, so when I moved to Windsor Gardens last fall I did not move my TV. I do not miss it.

I hope these tips will help you create more time to do those things you truly love to do.