

HOW TO ACCOMMODATE A HOME-BASED BUSINESS

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Almost everyone needs or wants more money than they currently have, and with this desire most of these people would like to start some sort of extra income producing project. The trouble is, not many of these people seem able to fit "a second job" into their time schedules.

It's true that people are very busy, but extra time for some sort of home-based extra income producing project can almost always be found. It may mean giving up or changing a few of your favorite past-times, such as having a couple of beers with the guys or watching TV - but if you score big with your extra income project, you will have all the time you've ever wanted for doing whatever you want to do.

The first thing to do is to sit down with pencil and paper, and list your daily schedule. What time do you wake up - then step-by-step, list everything you do each day. Most people will find that they have about 3-hours each day that can be utilized in a more constructive or efficient manner. As we've already noted, you may have to give up the time you waste in your local pub or a few of the television programs you watch, but it should be worth it in the long run.

Efficient time management boils down to planning what you're going to do, and then doing it without back-tracking. Start by making a list of the things you want to do tomorrow, each evening before you jump into bed. Schedule your trips to the store or wherever to coincide with other things you have to do, and with your trips to or from work. Organize your trips to take care of as many things as possible while you're out of the house. Take stock of the time you spend standing around shooting the breeze - especially the time you spend on the telephone - and eliminate all that isn't necessary.

Whatever chores you have to do at home, set aside a specific time to do them, and a specific amount of time to devote to them. For instance, just one hour a day on yard work would probably make your property the envy of all your neighbors. Don't try to do a week's work in one big flurry. Whether it's painting your house, fixing leaky faucets, or mowing your lawn and trimming your shrubs, do a little bit or one particular job each day and you'll be amazed at your progress.

Take care of all your mail the day you receive it. Don't let those bills and letters pile up on you. If you're unable to pay a bill immediately, file it in a special place that's visible and note on the envelope the date you intend to pay it. Answer your letters the same day you get them.

The important thing is to think of your time as your most valuable asset - it is - so organize what you have to do, and what you want to do. From there, it's just a matter of arranging your priorities.

Once you start listing and planning what you want to do, and then carry out your plans, you'll find plenty of "extra time" for handling virtually any kind of home-based income-producing project. People in general may not like routines or schedules, but without some sort of plan relative to what is supposed to be done, the world would be lost in mass confusion. Laws, ordinances, and regulations are for the purpose of guiding people - we live according to an accepted plan or way of life, and the better we can organize ourselves - what we have to do, want to do, and end up doing - the more productive and happy we become.

The secret of all financially successful people is simply that they are organized and do not waste time. Think about it - review your own activities - and then see if you can't find a couple of extra hours in each day for more constructive accomplishments.

When you begin planning, and then when you actually become involved in an extra-income-producing endeavor, you should work it exactly as you've organized your regular day-to-day activities - on a time-efficient basis. Do what has to be done immediately - don't try to get done in an hour something that's going to take a week. Plan it out on paper what you have to do, what you want to do, and when you're going to do it - then get right on each project without procrastination.

Finally, and above all else, when you're organizing your time and your business, be sure to set aside time for relaxation. Be sure to schedule time when you and your spouse can be together. You must not involve yourself in anything to the extent that you exclude other people - particularly your loved one - from your life.

Taking stock of the time you waste each day, and then reorganizing your activities is what it's all about. It's a matter of becoming time-efficient in everything you do. It's really easy to do, and you'll not only accomplish a lot more, you'll become a happier person.