

Get An Extra Hour Out Of Every Day

This eBook brought to you by:
Buy-Ebook.com

Our site has got a great collection of the best ebooks which are sold on the Internet, but at a lower price than on any other site.

Affiliates

Earn 60% Commission On Every Sale! We sell 500+ eBooks.

As a Buy-Ebook.com Associate, we will pay you a Massive 60% referral fee for every sale that you generate. You can [sign up for FREE](#) and start making money straight away.

If you want to directly link to some ebooks related to content of your site, [get affiliate link here](#). Choose any from 500+ titles.

NOTE:

If you Would like to Offer this Ebook to Your Web Site Visitors as a FREE Download, then please do so. You can post this ebook to your web site, offer it in your newsletter, print it out as a book, give it to your friends, etc. No royalties are necessary. Give it away or offer it as a bonus with your products. You are not allowed to make any changes to it without permission.

The Author, his publishers, agents, resellers or distributors assume no liability or responsibility to any person or entity with respect to any loss or damage or alleged to be caused directly or indirectly by the use of and the advice given in this publication. It is recommended that the users of this publication seek legal, accounting and other independent professional business advice before starting a business or acting upon any advice given. This book is not intended for use as a source of legal, business, accounting or financial advice, but is distribute for information purposes only.

Get An Extra Hour Out Of Every Day

How can you get an extra hour from each day? This is a basic challenge for all of us. I've discussed this challenge with action and results-oriented people I know. Together, we've come up with many practical ways to secure one more precious hour from each day. (Remember that each of these tips is probably adaptable to your particular situation.) Here they are. I hope you'll find them helpful and useful to you...

- Make up and follow a detailed, daily schedule.
- Get up earlier.
- Do less passive reading, TV watching and the like.
- Avoid allowing others to waste your time.
- If you commute to work, use the time to study or plan.
- Organize your work; do it systematically.
- Make creative use of lunchtime.
- Delegate authority if possible.
- Spend less time on unimportant phone calls.
- Think first; then do the job.
- Do instead of dream.
- Work hardest when you're mentally most alert.
- Eliminate activities which make little contribution to the best results for your life.
- Always do the toughest jobs first.
- Before each major act, ask: Is this REALLY necessary?
- Choose interesting and constructive literature for spare-moment reading.
- Learn how to sleep. Sleep soundly, then work refreshed.
- Skip desserts.
- Stop smoking.

- Write notes or letters while waiting for others.
- Always carry an envelope with paper in it, stamps and a few postcards.
- Combine tasks which are done in the same area.
- Be prompt for all appointments.
- Lay out your clothes the night before.
- Relax. Ready yourself for the important jobs in life.
- Concentrate on the specific task you're doing.
- Make constructive use of those five- or ten-minute waiting periods. Carry with you magazine article clippings on helpful subjects.
- Always carry a pencil and paper to capture important-to-you ideas.
- Learn to do other "unnecessary things" while watching TV or listening to the radio.
- Call on specialists to accomplish work you cannot do efficiently.
- Learn to read more rapidly.
- Nap an hour after dinner. Then take a shower. Begin the evening hours relaxed and refreshed.
- Avoid making a "production" out of small tasks.
- Avoid interruptions.
- Tackle only one job at a time.
- Search out job short-cuts.
- Know your limitations.
- Work to your top capacity.

MAKE YOUR DAYS HAPPIER

Here are some tested ways to make your days fuller and happier.

- Mend a quarrel
- Search out a forgotten friend
- Dismiss suspicion
- Write an overdue letter
- Share some treasure
- Give a soft answer
- Encourage youth
- Keep a promise
- Find the time
- Forego a grudge
- Forgive an enemy
- L-I-S-T-E-N
- Apologize if wrong
- Think first of someone else
- Appreciate
- Be kind
- Be gentle
- Laugh a little more
- Express your thanks
- Worship your God
- Gladden a child's heart
- Enjoy earth's beauty
- Speak your love for mankind

And here's another tip for peace-of-mind living - Tomorrow, say this short prayer as you start your day: "Lord, please help me to remember that nothing is going to happen to me today that you and I together cannot handle."