

The Treasury Of
Time



by Melody DuGoode

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Introduction

Hello, I'm Melody DuGoode from Seattle, "The Emerald City" as some people like to call it. I'd like to give special thanks to my friends at [GoodLifeMission.com](http://www.GoodLifeMission.com) for giving me the opportunity to publish it. Please feel free to forward it to friends. As I wrote this book from a standpoint of altruism and compassion rather than profit.

Choosing to gain more free time is a really wise decision on your part. Some tips herein will be new and useful to you, while some others will serve as reminders of what you already know but haven't been doing lately. The combined effect of those new ideas and useful reminders can save you many hundreds of hours over the years, yet this book takes only 30 minutes to read. Perhaps ironically, the time it took to research the best time-saving tips also rose into the many hundreds of hours. Here's how to use this book *for your best success*:

1. **Print it out.** There are so many useful time-saving tips here, it's impossible to remember them all. It will help if you keep these tips handy, so be sure to print these pages. The book is 20 clean pages (one chapter per page) if you print the [PDF version](#) (but don't print the first page, that's a red cover which would use a lot of color ink.) Print the [HTML version](#) only if your eyesight makes large print an advantage for you, and expect to print 30-40 pages.
2. **Make 1,000 hours your target.** The goal is to make it all add up to 30 minutes per day, which would save you nearly a thousand hours over the next five years. I wrote this book to make it useful for everyone, from young teens to smart and experienced heads of households. As a result, some people may get a little impatient skipping over a lot of tips they already know about. Just remember this: If you come away with just six tips that save you six minutes each per day, that's enough to meet your 1,000-hour goal.
3. **To explain how this book is organized...** Each chapter is one page that (1) introduces the subject and suggests how to better organize things; then (2) allows you some lines to add your own useful time-saving ideas (or you can write on the back side); then (3) lists my best time-saving (and/or energy-lifting) tips on the bottom half. After writing this book, I took the first letters of my eight favorite ideas about time and typed them into an online Scrabble word-finder, and here's what came up:
 - o **Energize** yourself, for two goals: getting things done, and having a better ability to enjoy the free time you'll gain.
 - o **Multi-Task** and get several things done at once.
 - o **Eliminate** any task that's not worth your time.
 - o **Reduce** how often you have to do it (*teamwork* will frequently help here.)
 - o **Automate it** using a computer or maybe some other machine.
 - o **Lessen** the time it takes by doing it more efficiently.
 - o **Delegate it** to a hiree or household member.
 - o **Share it**, because having good company can make work time into quality time.

So now you can understand why this book is called *The Treasury Of Time!* And it's often said, "time is money." there's a lot of truth to that. There's also a lot of truth to the saying "your money is your life energy." For people who want to increase their *life energy* financially, <http://www.GoodLifeMission.com> is very well thought out, and it saves me the effort of having to add a chapter about money.

4. **Read it in whatever order you like.** Each page is basically a list of helpful tips, so you can read any part of this book without having to read any other part first. I suggest you read the Energy chapters first because that will likely help fuel your success.
5. **It's okay to skip-a-tip.** You can just skim through any chapters that have little relevance to your life. To help you save time reading this book, all tips are summarized in boldface. Just look at the boldface part to decide if you already know about it.

6. **Highlight your favorite tips.** Some tips you'll like, others won't apply to your life. As you read, highlight (or circle with a pen) the ones you'll start to use: that way you just need to glance at a page to get refreshed. Don't highlight anything you're already doing consistently. Some chapters may make you think "this is already old hat to me" while others will provide tips that can save a few minutes here or there.
7. **The first week, record your own inspirations.** As you do various tasks, keep these pages handy together with a pen or pencil. You're sure to imagine better ways to do some things. You can fill your own *Treasury Of Time* with as many **hidden time-saving gems** as you can.
8. **The next week, creatively place the pages.** For one week, you could place the pages wherever they'll be most visible (e.g. put the "On The Phone" chapter next to your telephone.) This will serve you well as a system of immediate reminders. Each page is formatted in such a way that you can fold it in half and stand it up if you like. Pages are also decorated with a classic painting or photograph to make them look nicer.
9. **Enlist some helpmates.** Neighborhood friends will be happy to all help each other save time, so they'll have more time to enjoy together. Household members could be given the pages that are best suited to help them. Put some thought into how each family member may need to be persuaded: Some may appreciate a reward, others may discover that the any time they can free up is its own reward.
10. **Make yourself the *primary author!*** It wouldn't surprise me at all if you add more useful ideas than what I'm able to give and gain several thousand hours, because you know your life better than anyone. I don't know anything about you so I can only suggest, not recommend a tip. There may be some tips that make you say "Someone in my position would be crazy to do that." I reply "Good for you!" that you have the smarts to selectively reject some tips. Just please realize there are some people who **can** use a tip and that's why it's included.
11. **Drudgery transmuted into *quality time* is like time saved.** If you come up with an idea that helps you enjoy a time-consuming task more, in effect that's just as good as reducing worktime. The same is true of turning any boring or negative leisure-time experience into having a really good time. A few ideas listed in this book actually take a little time to do, but hopefully will pay dividends in increased *quality time* (and your ideas on that may very well excel over any advice I can give.)
12. **Happily tally up your collection of "time emeralds!"** Next to the best ideas that you find in this book (or write yourself), note down how many minutes per week you expect it to save you. Four hours per week is over 1,000 extra hours over five years. I'll wait patiently while you get your favorite pen... Okay, got it in hand? Good! Now *let's go get that 1,000+ hours saved!!*

To your Health and Happiness,

Melody DuGoode

Part I. Energy For Life

The extra time you'll gain for *your life enjoyment* is why I wrote this book, and it's why the first four chapters are about gaining energy to live life better: These chapters are really about gaining more *quality time* for you to enjoy.

Chapter 1. Easy Sleeping For Energy

It all starts with a good night's sleep. But almost 65 percent of Americans aren't getting enough of it. Work seems harder and takes more time when you're not feeling well-rested.

Whether or not the tips in this chapter work for you, seeing a **sleep doctor** could work wonders. A good one can help identify a sleep disorder, such as obstructive sleep apnea or restless legs syndrome. If the problem is psychological, he or she should be able to put together a relaxation audio tape to help you sleep consistently faster. A good doctor should tell you that drugs are almost always only a stopgap solution. You can search for a doctor online at the [American Academy of Sleep Medicine](http://aasmnet.org) (aasmnet.org).

My Ideas: _____



"The Garden Of Love"

by Peter Paul Rubens (1577-1640)

1. Have A Good Day. The happier and more relaxed your day is, the less stressed you'll feel at bedtime. Exercise can promote better sleep too (the earlier in the day, the better.) **Drugs** such as alcohol, caffeine, nicotine and some medications can degrade your sleep for up to 12 hours afterwards.

2. Excellent Nutrition. A big part of sleeping well is eating highly nutritious food and good supplements. A combination that works really well for me is **Melatonin, GT100 CoQ10** and half a capsule of **BioLife C**, all available at AskHealthyWay.com.

3. Prepare For A Good Night's Sleep. In the last few hours before bedtime, **avoid fluids**. In the hour before bedtime, avoid anything worrying or overly **negative**, like news broadcasts or horror shows. **Soothe yourself instead**, with enjoyable thoughts and experiences: Soft music, pleasant reading, beautiful art, a warm bath, or affectionate snuggling. Don't lie down until bedtime, because falling asleep prematurely will probably throw your **"sleep cycle"** out of whack.

4. Replace Discomforts With Comforts. Even slight discomforts can affect sleep, so check how your body feels. If your arm is uncomfortable, you can bring in **another pillow** to rest it on. Your legs might feel better if you keep a pillow between them. Go to the bathroom whenever you hear nature's call, even if you feel only a slight need to go. You can feel cozier if you use **comfortable bedding**, and wearing **warm socks** to bed can really comfort your feet.

5. Minimize Nighttime Distractions. Unwanted noise can be lessened with **earplugs**, or with wads of cotton or tissue paper stuffed in the ears. Light can subconsciously distract you: Try to **block out light** from windows or wearing eye covers. Does your **cat** keep you awake sometimes? Try changing its feeding time to just before bedtime, and affectionately play with it to satisfy its need for action while giving yourself a warm fuzzy feeling. An indoor cat is safer and likely will make less noise. Noise from **dogs barking** outside can be reduced by putting a two-inch foam covering over the window at night.

6. Feel Fine, Dream Sweetly. Sleep is a time when you can let your mind finally rest, putting aside problems. Allow yourself the freedom to visualize your most **comforting dreams** and feel whatever happiness you can. What thoughts have always delighted you?

7. Or Just Let Go Of Churning Thoughts. Sometimes we have trouble getting into a nice, warm, dreamy mood. In that case, think dull, repetitive thoughts: Try **counting anything** that's easy for you to visualize, or just count numbers and let their dullness bore you to sleep. If you feel tensions anywhere in your body, release them and **relax your body**.

Chapter 2. Eating For Energy

You can give your well-being a big boost just by eating food with powerful nutrients. In contrast, ingesting junk food makes us feel less vital, shortens our lives, and makes us more vulnerable to disease. Overly-processed foods such as pastries, sweetened cereals, or soft drinks can severely undermine your health over the long term. Some foods may sabotage our health so slowly that we don't notice it until we're old and we've lost a lot of energy. That's why it's safest to make 90% of our diet the foods known to be nutritious and naturally friendly to our digestion: mainly fruits, nuts and vegetables.

Most people dislike the taste of five or ten nutritious foods enough to avoid them. To get past that, once or twice per week mix some of those foods in a **blender**. Bottle them (or put them into paper cups) and freeze them until needed. Drink a cup with at least **two meals per day**. Drinking it won't taste good -- but you can drink a cup in five seconds, wash it down with an ounce of water, and eat or drink something that restores a pleasant aftertaste. Drinking blended foods could loosen and maybe even liquefy your stools, but within 2-4 months your digestive system will likely adjust.

To make food taste better without the harmful effects of sugar, you can replace it with a puree of apples and blueberries. You can also **replace your sugar intake** with other alternatives: stevia, xylitol, cold-pressed yacon syrup, coconut sugar, honey, real maple syrup, and or *diced* apples or *whole* blueberries. Monitor your reactions carefully, because some people don't react well to some sweeteners. Try to go some days without any sweets other than natural juices: This will make sweets taste better the days you do consume them!

Processed foods have so many artificial ingredients, their combined deleterious effects over a period of decades often causes a gradual decline in happiness. Anything that has a long list of ingredients or comes in an unfrozen package should be avoided or at least minimized. We also need to drink **6-8 cups of water** per day to flush non-nutritive irritants. You see, it's very important to keep our bodies as pure and toxin-free as possible.

If you'll do yourself the favor of emphasizing the foods about to be listed, I sincerely guarantee you'll feel much, much better for it!

My Ideas: _____



"The Boating Party Lunch"
by Pierre Auguste Renoir (1841-1919)

with **decaf coffee or tea** instead of water. For more **fiber**, add some oat flour, spelt flour and/or plant protein in equal measure with the quinoa. For great pancakes, add some baking powder and sweeteners.

- 1. More Veggies.** I can especially recommend beets, carrots, broccoli, leafy greens, cooked squash, cucumbers, peppers, and stir-fry mixes for most people. They can all be blended and frozen. Onions may also work for you, but they don't blend well.
- 2. Fruit Snacks.** A few berries or slices of lemons, oranges, grapefruits, cherries, apples and/or kiwi fruits make great energizing snacks.
- 3. Fewer Grains.** Use mostly wraps, not bread for sandwiches. Look for thin wraps that come in Oat, Spelt and/or Barley varieties.
- 4. Better Grains.** **Quinoa** can be very good nutrition for many people with its complete protein profile. **Barley, oat and spelt** can replace most wheat. Even if wheat is an okay grain, our bodies do better on a variety of food sources.
- 5. Loaded Paleo Bread.** Some people find this super-energizing! Buy a **paleo mix** of coconut flour, almond flour and tapioca/cassava (I prefer the Birch Benders brand.) Combine it in a 3:1 ratio with fresh quinoa. If you don't grind the quinoa yourself, relatively **fresh quinoa** can be ordered direct from [Bob's Red Mill](#) (they also sell paleo mixes.) Mix it with **decaf coffee or tea** instead of water. For more **fiber**, add some oat flour, spelt flour and/or plant protein in equal measure with the quinoa. For great pancakes, add some baking powder and sweeteners.
- 6. Spice things up.** Spices like **peppermint, peppers, cinnamon, ginger or pumpkin spice mixes** have tropical **antioxidants** and also combine well with other foods to help push through even more **nutrients**.
- 7. A Variety Of Good Proteins.** **Plantfusion protein** is one of the better brands. **Venison** followed by **bison** are the most helpful meats to eat (particularly when recovering from an injury.) **Wild-caught fish** is probably next best. Poultry and beef have more limited merits.
- 8. Cold-Brew Coffees.** It's more nutritious than if it's heated. The other day I ordered a hot espresso at Starbucks and the barrista asked "Would you like some ice in it, so it doesn't die?"
- 9. Estate Teas.** They are often grown in better soil than regular teas. The ones with added antioxidants are usually best, e.g. **ginger green tea** (especially as a cold brew.) **Try combining** black, green and other teas in one cup: They each have different benefits.
- 10. Quality Nuts.** Some nuts are tasty enough that I don't miss sweets. My favorites are roasted salted cashews and pistachios, which you can get in many different flavors (I prefer the [Santa Barbara](#) varieties.) Peanuts are thought to be a less healthy nut.

Chapter 3. Exercise For Energy

One study revealed that 94% of us don't get enough exercise. When we're not feeling fit, our quality of life goes downhill and it's harder to get work done. Exercise keeps your body in good shape and builds stamina: You can accomplish more throughout the day, and with greater enthusiasm.

Most people find excuses to slack off on their exercising. There are several different ways to stay on track to choose from. You could **lay out your workout clothes** each evening to put on the next morning (it may help to have a household member do that for you.) You could write it down on **your schedule** or set a **smartphone alarm**. You could exercise with friends: Use a **buddy system**, or join a fitness club or exercise class. In the age of MySpace and FaceBook, some people find it helps to state a **commitment online** to exercise, and then post their results and progress to prove they're as good as their word.

It helps to **go slow** at first. If you do too much you could get stiff, sore and discouraged. Beginners would be wise to start by walking or swimming for 10 to 30 minutes, 3 days a week. You'll soon discover what feels like the right pace to *you*, and each week you can try more exercises. If you prefer to jog, make sure to wear a good pair of running shoes that offer cushioned support to help **prevent injuries**.

And forget the old "no pain, no gain" rule. You don't need pain, just progress naturally and enjoy yourself as best you can.

My Ideas: _____



"The Artist's Garden at Vétheuil"
by Claude Monet (1840-1926)

- 1. Warm Up Slow.** *Stretch lightly* for a few minutes before any exercise -- don't "push" your muscles and tendons to the point where they complain. Walk for a few minutes before jogging: You'll be less prone to injury, and you'll enjoy your workout more -- with less of the stiffness you may get from "cold" muscles.
- 2. Stay Hydrated.** Don't drink shortly before exercising, but do drink at least six cups daily. That will wash out toxins, increase endurance, guard against injuries, and promote fat loss.
- 3. Exercise For Fun.** When walking, find safe and interesting places like museums, good window-shopping streets and malls, or beautiful parks. **Sports and games** may interest you - perhaps tennis, handball or golf. Many people like Nintendo's **Wii Fit**.
- 4. Play Some Audio.** You can listen to music, podcasts or audio books while you exercise or while warming up.
- 5. Listen When Your Body Says "Enough."** If your body feels like you're overdoing it, you probably are. Take some rest time to allow your body to recover. And don't run while you feel any pains because that will likely make for a worse injury. Avoid stressing your muscles by regularly taking some days off.

health problems such as diabetes. Try to work out at least 2-3 times per week for 30 to 45 minutes. You can pick from exercises such as swimming, push-ups, pull-ups, abdominal exercises, knee squats and/or weightlifting.

My Ideas: _____

Chapter 4. Enjoyment For Energy

This may be the most relevant chapter *to your life*, because it talks about why we want to save time in the first place. It's also the subject where each reader is the best expert of all, because *it is your life*. The biggest thing is, think and act from a foundational motive such as love, enthusiasm or peace. Now let's look to humankind's guiding lights to see if perhaps a few of their famous quotes can enlighten us about time and the lifetimes we create.

"Being rich is having money; being wealthy is having time." ~ Margaret Bonnano, American writer

"The ideas that have lighted my way and, time after time, have given me new courage to face life cheerfully have been Kindness, Beauty, and Truth." ~ Albert Einstein, German-American scientist

"The time is always right to do what is right." ~ Martin Luther King, Jr., American civil rights leader

"Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement." ~ Golda Meir, Israeli Prime Minister

"Friendship works two complementary effects, for it doubles joys and cuts griefs in half." ~ Aristotle, Greek philosopher

"Many people take no care of their money till they come nearly to the end of it; others do just the same with their time." ~ Johann Von Goethe, German writer

"Your time is limited, so don't waste it living someone else's life. Don't be trapped by dogma — which is living with the results of other people's thinking. Don't let the noise of other's opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary." ~ Steve Jobs, American Entrepreneur

"Always keep a smiling face and a loving mind, and speak truthfully without malice." ~ Atisha, Tibetan Buddhist teacher

My Ideas: _____



"Dream of Arcadia"
by Thomas Cole (1801-1848)

1. Know Your "Happiness Sources". Never be so busy that you drift away from these. When you're not feeling very good, many psychologists recommend **reconnecting** with all the things or activities that have made you happy before, even as long ago as your childhood. On the other hand, sometimes we just need to **branch out** and try new things. What do you imagine would feel best to you?

2. Negativity Devours Time. Any negative emotion (e.g. anger, fear, melancholy, hatred) does that. Whether we're looking back with regret or looking forward with fear, we're not *moving forward with positive enthusiasm*.

3. A Good Attitude Leads To Social Support. It's not success that makes us happy, it's the other way around. A positive attitude leads to both success and happiness by attracting positive people into our social support network.

4. Minimize Commercial Bombardments. Many advertisements, catalogs and even magazines are *designed* to make you feel inadequate if you don't own the latest and greatest new thing. They won't remind you that the best things in life are free.

5. Know Your Values, Dreams And Goals. The best goals are ones that keep you feeling good *while you're reaching for them*, rather than goals that you *hope* will make you feel good after reaching them. Remembering that will allow you a happy journey through life, even if you happen to never fully reach your goals.

My Ideas: _____

Part II. Organizing For Efficiency

The next few chapters will go over some basic organizational ideas. Again, the idea is to save a few minutes here or there, until it all adds up to 30+ minutes per day. Some tips will be usefully new to you, while others may usefully remind you of something you knew about but have allowed to lapse. You may also experience a sudden inspiration to write down time-saving ideas that I never would have thought of!

Chapter 5. Say No, Take Control, And Live Free

It's best to drop any activities that aren't supporting your priorities: In our eagerness to be good, some of us help others *too much*. Remember that you're not everybody's robot. Let's not do the thinking for those around us: Their brains will shrivel, and ours might just implode. What ideas do you have about your priorities, and which time-consuming activities don't meet them well enough?

My Ideas: _____



"The Statue Of Liberty"
by National Park Service

1. Just Say "No". Give yourself permission to politely refuse requests. Just say "I'm sorry, I can't. I've got other... (*...priorities, ...things going on, ...stuff to do*) right now." If they inquire further, you can say "I'd rather not get into that right now, but I... (*...wish you success, ...hope you have fun, ...wish you all the best, etc.*)" How many ways can you think of to avoid non-worthy invitations?

2. Don't Let People Interrupt Your Life. In encounters with other people, do only what is truly productive and/or enjoyable for you. Keep a **stockpile of polite excuses** to get out of conversations you don't need. Some polite parting lines for business meetings are "That's it, then" or "Thanks for stopping by." The more fulfilled you live your life, the more you'll find ways to go and live it!

3. Stop Information Overload. You don't need to see everything or know it all, you don't have to get the news. You just need to do what makes you happy. Cancel some subscriptions, get off electronic mailing lists, and resolve to skim through the rest. What time-wasters are sucking energy out of your life?

4. You Could Reconsider And/Or Delegate It. Before you start a task, ask yourself three questions: **Should** it be done at all? Is **now** the right time to do it? Do **I** have to do it?

5. Say No To High-Maintenance Possessions. Before acquiring anything, ask yourself whether you want it enough to clean, maintain, store, insure, and pay for its upkeep. What can you cut

out that's like that? Home maintenance is often the biggest time-eater, so think carefully before moving into a **big, old or poorly-built home**.

6. Say No To Stale Habits Too. When you cease (or delegate) activities or tasks that are starting to feel stale, you'll have time for new activities you *really want* to do.

7. Stop Problems In Their Tracks. Prevent problems before you have to fix them. Easy for me to say, hard for any of us to have enough foresight. Hopefully GoodLifeMission.com will publish a Good Life Bonus on the subject.

My Ideas: _____

Chapter 7. Organize For More Time

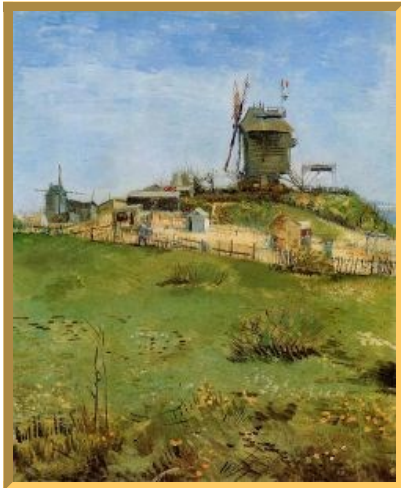
Everything will be easier to find, manage and prioritize if you create an organized, productive foundation to build upon. You will feel more in control, confident and probably healthier. Just don't "over-organize" -- if organizing something won't save you time, money or sanity, don't do it.

Keep everything in its place. Looking for lost items can be a big time-waster. Keep **related items together**.

Get rid of any junk that's weighing you down: You could gradually **sell it** on eBay or in garage sales. You could trash it or give some of it to charities. Or you could **box it** and store it. **Make notes** of the contents of boxes (or label them well in really big letters), so you can still find everything easily.

Store anything you don't sell in an organized way. It's often best to use a **see-through type** of storage box. Cardboard boxes are inexpensive, and work okay if you pack and stack them carefully. **Baskets** are the quickest because you can just drop stuff in them without having to open them.

My Ideas: _____



1. Faster Entries And Exits. A great way to organize possessions of individual household members is to assign **baskets and hooks** near the entryway for each person. They can use them for their carrying packs, coats, shoes, paper items and keys, and they'll spend less time looking for things.

2. Faster Pick-Ups. If a lot of items are scattered around, an easy way to pick up and put everything away is to carry a laundry basket or two with you. As you do a walk-through of your house, pick up any stray items, put them in your laundry basket, and put them away as you walk by the places where they belong.

3. Organization For Kids. Have some **kid-attractive storage** for the things they use regularly, so they will like **putting things away** and be able to find them again without having to ask. Some plastic drawers with nice-looking labels could be a good investment. Every week they all stay on each other to keep things picked up, **give a reward** such as filling a cookie jar for the next week.

4. Organize Small Items. If you carry a pouch or a purse, it will be easier to find everything if you put things in smaller pouches or other containers inside.

"Farmhouse in Provence"
by Vincent van Gogh (1853-1890)

My Ideas: _____

Part III. Around The Home

These chapters will help you get things done faster while taking care of your home-sweet-home.

Chapter 10. The Time Watching TV

The average American watches over four hours of TV each day; there's usually a better way to relax and have fun, either by doing other things while you watch, or just not watching it so much. How could you multi-task, or if you're watching television shows that don't help you feel substantially better, what could you enjoy instead?

My Ideas: _____



"A Girl with a Watering Can"
by Pierre Auguste Renoir (1841-1919)

- 1. Multi-Task During Commercials.** You can do many other things instead: **Paying bills, reading or conversing** are just three examples.
- 2. "Active" TV Watching.** There are some things you can do while watching a show, such as **exercising, sewing, or folding clothes**. As you go through your day, notice and write down some other TV-compatible activities. You can divide all these activities into things you can do during commercials, and things you can do even when the show is on (like exercises, for example.) You may find that some types of shows are more fun to watch while exercising, such as sporting events.
- 3. Pre-Record Most Shows.** That way you can view a show any time you like, fast-forward through commercials, and pause the show whenever there's something that needs taking care of. And you'll probably end up watching much less TV.
- 4. Use A Portable TV Or Radio.** If you are a regular listener or you watch TV a lot, by carrying a portable CD/radio or handheld TV you can **multi-task anywhere** with it. A small **DVD player** is another idea: That could be used to watch instructional videos. Of course, just because you can do this doesn't mean everyone should. It depends on the person, the situation and the media being played. Using this idea, you can multi-task a lot of time that is currently being focused on media.

My Ideas: _____

Chapter 11. Tame The Paper Chase

Americans receive an average of 2,700 pieces of unsolicited mail each year; add in bills and the little mail you *do* want, and you've got a substantial hassle on your hands. Let this chapter be your *life* "RAFT". The RAFT system means "Read, Act, File, and/or Toss." All paper falls into one of three categories after Reading it:

- **Act on mail or papers requiring action.** Bills, invitations, and personal correspondence should be ordered by the date when some action or response is needed.
- **File relevant information.** If it's useful to your life, and you can read it later, save it for when you're standing in line or sitting down somewhere.
- **Toss non-worthwhile stuff.** If it's not obviously helpful, ask yourself, "What's the worst thing that could happen if I don't keep it?" If you'll be all right without it, toss it out.

Have one comfortable spot to do paperwork, and stock it with stamps, stationery, envelopes, pens and a big enough wastebasket. Keep at least a simple filing system of trays: "**In**" (stuff to look at), "**Out**" (to mail or otherwise take care of), and "**File**" (to put away).

Keep separate files or stackable trays on your desk labeled "**Bills**", "**To Do**" (tasks coming up soon), "**To Read**" (magazines, catalogs and articles), "**To Contact**" (people or companies you want to call or write to), and "**To File Later**". If you're accumulating a lot of paper, have a filing cabinet or storage box where you keep important files that you're not currently working with, so your desk isn't swamped. Lastly, keep a folder marked "**Hot!**" in red ink: That way you'll always remember to do the stuff that needs doing ASAP.

My Ideas: _____



"A Picture Gallery With A Man Of Science"
by Frans (the younger) Francken (1581-1642)

document your financial history), receipts for major appliances (for warranties and insurance), and major home expenses (for insurance, capital-gains taxes, and estate taxes.)

5. **Don't Register Products.** Don't send in product registration cards. They don't affect your guarantee and could generate junk mail. Just keep your receipt as proof of purchase.
6. **Use Email Or A Fax Machine Whenever Possible.** It can eliminate time-consuming trips to send out paperwork. Usually a **multifunction printer** includes sending faxes and scanning images into your computer to email.

My Ideas: _____

1. Stop Junk Mail. Contact the Direct Marketing Association (DMA) and have their Mail Preference Service screen out junk mail. Just go to <https://dmachoice.thedma.org/>. If you've previously done business with a company, you'll still receive their mailings. You'll stop getting most other catalogs in the mail -- but you can still browse online catalogs anytime you feel like it.

2. Or At Least Stop Some Junk Mail. If you only want certain catalogs to stop coming, go to CatalogChoice.org. This free site helps you stop only those catalogs you *don't want*.

3. Keep Receipts. To prepare for April 15, sort receipts in files or envelopes. Label them **Utilities, Health Care, Housing/Mortgage, Transportation, Charity** and whatever else you might deduct.

4. Throw Away Old Files. Anything you won't really use should be tossed. But remember, tax experts recommend saving financial documents for seven years. And some files should be **saved forever**: health records, wills, tax returns (to

Chapter 12. On The Phone

It's fairly easy to organized for better telephone usage. For one thing, keep pens and paper by the phone. Post-its or small spiral notebooks work well. You'll waste no more time hunting for pen and paper. The messages you take (or the ones taken for you) won't go astray anymore.

Bookmark and use an online phone directory. It's often the fastest way to find someone's phone number, especially if you're already at a computer.

Highlight phone numbers whenever you look up a number in the phone book. You'll be able to find it easily the next time. You might even tear out some commonly-used pages and stick them in the front of the phone book, so you don't have to flip through the phone book to find them. If you don't like tearing pages, you could buy index tabs at the top of frequently-used pages. Another possibility: Print copies of your list of contacts to put by each phone in the house.

My Ideas: _____



"The Muses: Clio, Euterpe and Thalia"
by Eustache Le Sueur (1616-1655)

1. Talk While You Task. While you make calls, you can **pay bills, wash dishes, fold clothes, do laundry or exercise** lightly. If you wear a **cordless headset**, you could even walk around the house doing anything you want, while happily chatting away. It might even be possible to fulfill some duties of a **paying job** while doing housework, if you're a good enough communicator.

2. Stop Or Screen Unwanted Calls. To reduce telemarketing, get listed on the National Do-Not-Call Registry at DoNotCall.gov. You could screen out more unwanted callers by using Caller ID, for a monthly fee. If you don't want to pay for that, you can still use an **answering machine** to screen out calls: Only pick up the phone if someone you know starts leaving a message.

3. Cut Off The Telemarketers. Interrupt their script to get them to identify their company, and then say "Please add my name to your **do-not-call list**. Thanks!" There are laws against repeated unwanted calls, so if they call you again, you can get your phoning records from the phone company and they could be forced to pay a substantial fine to you.

4. Program The Speed Dial. Almost all modern phones have a one-touch speed dial function, worth using for any numbers you call at least once a month.

5. Phone Ahead -- Or Phone Instead. If you're not sure the store has something, you could save driving time if you first call to check. Store workers normally answer the phone before they help anyone standing in line. Often you can even order items by phone and have them delivered.

My Ideas: _____

Chapter 13. Kitchen Shortcuts

It's amazing how modern conveniences can really speed up the fine art of cooking. For fastest organization, try to group the things that go together. Put the coffee maker close by all the coffee ingredients, the popcorn near the popcorn maker, and so on.

My Ideas: _____



"The Steps At Vetheuil"
by Claude Monet (1840-1926)

- 1. Ways To Make Foods Quicker.** Invest in a **juicer** so you can make quick, healthy snacks. Get a **mini-processor** so chopping and mincing will take mere seconds. Instead of making a lot of side dishes, **group ingredients** into a soup, chili or stew.
- 2. Have A Meal-Prep, Meal-Freeze Day.** One day each week, make a batch of freezer-friendly meals to pull out on busy nights. Using a **vacuum sealer** is helpful because it quadruples the stay-fresh time of vegetables and other foods. You can make and freeze French toast, then microwave it for breakfast. You can make snacks and sandwiches in batches and freeze them -- they'll thaw by lunchtime.
- 3. Time Meals With A Crockpot.** You can use one to slow-cook and time it so that tasty food is done at mealtime. To avoid having to clean and scrub a crockpot, line it with a plastic oven-roasting bag before putting in ingredients.
- 4. Soak Dishes For Easier Cleaning.** Let crusty pans and dishes soak in the sink overnight. The next morning, cleaning and scrubbing is a breeze.
- 5. Buy Prepared Foods.** Some foods aren't worth your while to make from scratch when you can buy them pre-made. Just don't rely on processed foods that aren't very healthy. You might order from **restaurants** or have a **caterer** prepare some meals.
- 6. Faster Dishwasher Unloading.** As you unload dishes from the dishwasher, set aside any dishes you'll need for the next meal or two, and maybe even put them on the table.

7. Disposable Utensils. Keep paper plates and plastic utensils on hand, for whenever you're pressed for time and don't want to clean dishes.

My Ideas: _____

Part IV. Venturing Out

These chapters will help you save time when you're out and about, doing some good in the world.

Chapter 14. On-The-Go Shortcuts

Here are some time-savers to consider when you're planning to go somewhere, and for the time spent waiting in traffic or waiting in line.

Check the traffic first if it tends to be slow on your route. Go online to Yahoo Maps (<http://maps.yahoo.com>), type in your home address, and click the Traffic button. You can widen the map and type in your destination too. **Bookmark it** and you're all set to check traffic for that destination anytime. If traffic is heavy, you can change your schedule, route or destination.

You can also use Yahoo Maps to get **driving directions** between any two points, and print out both maps and directions if you need to. You won't get lost, and usually the map shows the fastest way to get there.

My Ideas:



"L'Ile de la Cite and the Cathedral of Notre Dame, Paris"
by Marie-François-Firmin Girard (1838-1921)

1. Wait In Line No More. Shop at stores during their off-peak hours. The worst times are usually the lunch hour and weekdays between 5-7 P.M, while the best time is usually before 9 A.M. or after 8 P.M.

2. Make A Multi-Tasking Pack. Put some things you can multi-task with in your pack, purse and/or car. Some possibilities are: stuff for writing ideas or letters, reading materials, a highlighter, a cell phone or a music player (with headphones.) Find room for it in a **purse, pouch or small backpack**. Even when you're standing in line, you'll have something to do.

3. Eat Nutritious Fast Food. Don't wait in fast-food lines. Bring **fruit, berries, unshelled nuts** or other bite-sized foods that won't distract you from driving or crumble in your car. Put it in a receptacle that won't fill and is easy for fingers to find without looking down, such as a wide but **shallow cup**, or a stable **lap tray**.

4. Pay Tolls In Advance. In many states, you can use your banking debit card to pay for tolls. You'll be billed periodically, and you'll only need to slow down when going through the tollgates, you won't have to stop.

5. Make Your Car Your Audio Dream School. Multitasking while driving shouldn't be allowed to become a traffic hazard. But on easy drives, you can listen to **podcasts or audiobooks**. Borrow them from a library or swap with friends. There are many educational recordings: You could even learn a foreign language. At traffic stops, you could pause the audio and jot down notes. Maybe you could even use your commute to help train yourself for a better job!

6. Take The Bus, Or Van-Pool or Car-Pool. Now you can **multitask** in many more ways. You could bring earplugs or headphones to block out noise and concentrate on **reading or using your cell phone**.

My Ideas:

Chapter 16. On-The-Job Shortcuts

When you save time at work, you'll be able to do more and get ahead faster. Or if you're lazy, maybe you'll use the free time to kick back and relax! Even if you don't have a paying job, you'll probably be able to use some of these tips while studying or doing chores. Of course, whether you can use these tips often really depends on your line of work.

Keep an organized and productive **filing system** like the one mentioned in the chapter on organizing. Have enough stackable trays, filing boxes and/or cabinets to avoid swamping your desk with papers.

If there are addresses you regularly write to, you could pre-print envelopes with their names and addresses. Put some envelopes in the printer tray, then open a word processor. Type an address in the middle of the screen about ten lines down, and print (in *landscape* orientation) all the pre-addressed envelopes you'll need. You can have the computer print your return address in the upper left corner, or you can buy a self-inking stamp with your return address online at shops like VistaPrint.com. This will likely take several tries to get right, so experiment with regular paper before you put in envelopes.

My Ideas: _____



"The Coral Divers"
by Winslow Homer (1836-1910)

1. Re-Tame The Paper Chase. Use the same tricks listed in that chapter of this book.

2. Minimize Distractions. Focus on work by checking email less often, shutting your office door, and maybe even letting **voicemail** take some calls (particularly if the caller ID displays someone you don't need to hear from.) You might even get a service from your phone company or Line2.com that lets you automatically **forward calls** anytime you like, e.g. you can redirect them to an online **voice-mail** service, or even to a **virtual assistant** (even someone in India: an extreme example, but it helps show how creative you can get.)

3. Faster Reading. Do more "skimming" of text, or split your reading with a colleague and brief each other on the content. Or someone who assists you could highlight the important parts for you.

4. Faster Writing. Try using a speech recognition tool that types as you speak. Windows comes with a free one (see http://en.wikipedia.org/wiki/Windows_Speech_Recognition.)

Dragon software is even better, at up to 160 words per minute (programs exist for the Mac

too.) Get a decent microphone for best results. You can also record dictation on a computer and pay to have it transcribed at various online sites.

5. Faster Arithmetic. Keep a calculator handy, or use the calculator app that comes on every computer or smartphone.

6. Faster Listening. Anything that you listen to, you can hire someone to record and transcribe it into writing. It's much faster to read the transcript than listen, especially if the transcriber highlights the important parts.

My Ideas: _____

Chapter 17. Online Shortcuts

The Internet puts the whole world at our fingertips, with the opportunity to either save or waste a lot of time. Before venturing out onto the Internet, it will help save a lot of time if you have just three programs at your command:

- 1. A Program That Remembers Your Passwords And Fills Forms.** Passwords can be kept on a written list, but even better is a "form filler" program like the free LastPass (for Windows or Macintosh.) It remembers your passwords and lets you log in with one click. It can also fill in your name and address on many other web forms. Get it at: LastPass.com.
- 2. A Combined Search Toolbar And Popup Blocker.** Using the free Google Toolbar, you can do web searches without first having to go to Google.com. It also blocks most popups, and can automatically fill forms with your contact data at the click of a button. There are versions for both the Firefox and Internet Explorer browsers. Download it at: <http://toolbar.google.com>.
- 3. A "Hotkey" Utility.** The free HotLaunch program for Windows (or the Spark program for the Mac) lets you define "hotkeys" that use a single keystroke to type any text you frequently use, into any window on your screen. You can also use hotkeys to launch an application, take you instantly to a web page, open a commonly-used document, send email to a specified email address, and more. As you use your computer, stay alert for ways you can use hotkeys. Download HotLaunch at: http://www.psssoftlab.com/pshl_info.phtml or download Spark at: <http://www.macupdate.com/app/mac/14352/spark>.

My Ideas: _____



"Kittens Playing on a Desk"
by Alfred Brunel de Neuville (1852-1941)

- 1. Shop Online.** You'll avoid crowds that way, or at least save time by researching purchases before heading out to buy them. The main exceptions are when you really need to examine an item personally, or when you need it right away. What do you buy at stores these days, that you would prefer not to drive out for?
- 2. Arrange Deliveries.** You can place **phone orders** with many local places, just ask around, and often you can arrange to have them delivered at regular intervals without having to lift a finger. Amazon.com is a good place to start.
- 3. Visit The Post Office Online.** You can **buy stamps** and arrange **package pickups** by the mailman at USPS.com.
- 4. Pay Bills Online.** You'll save time filling and mailing envelopes. If a biller is trustworthy, it's wise to arrange their bills to be automatically deducted from your bank account so you don't even have to remember to pay it.
- 5. Hire A Bevy Of Free Experts.** When you need an answer to any researchable question, go to Answers.com to post it. Quite possibly it's already been answered there by multiple people with sufficient expertise in the subject.

6. Explore For More! You can use an online search tool to find many more ways to save time that are beyond the scope of this little book. Try adding a keyword that reflects how you spend your time, e.g. a teacher could search for "teachers save time".

My Ideas: _____

Conclusion

I hope that you gain a great many hours of quality free time fro reading this. In particular, pay close attention to nutrition because I've personally known those tips to work wonders, especially for seniors and even the middle-aged set!

Within a year or so, I'd like to see a "Treasury Of Time, Part II" book published by GoodLifeMission.com. I told them it would be a good idea to survey their entire membership for time-saving ideas. I would be spared hundreds of hours of research by their members' collective wisdom, and the resulting book might be several times better than what anyone could put together individually!

Appendix: Placing The Pages

Here are a few suggestions for where to place the pages (but of course, you should organize them as you think best.)

You might want to keep some pages away from other people (such as the chapter on how to say "no"....)

1. Eating:	Refrigerator
2. Exercise:	Exercise Area/Clothing
3. Easy Sleeping:	Nightstand
4. Enjoyment:	Breakfast Table
5. Say No:	Cell Phone
6. Time Management:	Calendar Or Planner
7. Organize:	Desk Top
8. Cooperation:	Family Message Center
9. Delegate:	The Stack Of Bills
10. Tame The Paper Chase:	Desk Top
11. TV Time:	On The TV
12. On The Phone:	Near A Telephone
13. Kitchen:	A Cooking Area
14. On The Go:	In The Car
15. On The Job:	At Work
16. On Trips:	Passport Or Travel Guides
17. Online Shortcuts:	By A Computer