

ONLINE TIME MANAGEMENT SECRETS FOR THE ONLINE ENTREPRENEUR



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Introduction

This book was inspired by several friends who were in certain situations that have forced them to take a real good look at their time management skills.

The techniques outlined here will help online entrepreneurs who have a busy schedule, to have more time to enjoy life and spend it with their family. Life is not just about work.

No matter if you're running your online business full-time or part-time, this book will put you on the correct path to automate many of your tasks and to outsource them.

Using the ideas in this book, the business owner should have more time to:

- Perform as needed with their full time job
- Run their online business once they return home
- Have time to talk to family and play with the kids
- Enough time to manage their bills, study their investments
- Remember to service the car, phone their mothers, send anniversary greetings etc...

I'm sure that you can relate to at least one or two of what I explained above. We're all very busy nowadays with our jobs, family and friends.

Throughout this book there are product recommendations which are proven to be effective for online businesses and can save you a lot of your time.

Note that this is not some magical formula that you can apply and hope to see several hours shaved off your schedule. It's a way of life that you need to change and adopt.

Use the tools that are recommended and take action. The techniques laid out should help you to have an extra 3 hours per day, at least.

1. Sleeping

This is the first step to managing your time effectively. It's one of the basic foundations of time management. Simple but essential – sleep.

You should sleep enough so that you're not tired during the day. There have been so many days where I have felt so tired, I couldn't be bothered to do anything.

I worked late on a project or had a night out with friends, and I woke up early on a Saturday morning hoping to work on my online business.

Come Saturday and I was too tired to think effectively for more than 5 minutes. I'll then spend the rest of the day taking naps or watching TV. Never mind work, I even fall asleep watching TV.

If you want to act on your never ending flow of ideas and do things quickly and effectively, you must get enough sleep.

You'll be surprised with the difference a fresh, alert mind has when compared to a tired one. Start comparing your activity between a tired day and an energetic day and make a note of the difference.

The amount of sleep for each individual varies. Some need 8 hours while for some, 6 hours is enough. I personally need 6.5 hours of sleep to keep me alert throughout the day. On weekends, I sleep for around 7 hours.

The things to look out for to get effective sleep are:

- Don't eat anything 3 hours before going to sleep. Your body needs to rest when it's sleeping. It won't rest if it's busy digesting your food.
- Don't take any caffeine or tobacco three hours before you go to sleep. These things make you stay awake.
- Stick to your sleeping schedule. Don't sleep Midnight – 7am one day and then 2 am - 7am the next day. Your body has a system clock which if you have a regular sleeping pattern, it will make your sleep much more effective.
- Don't exercise before you sleep. Exercising makes you stay awake. You'll make your heart beat faster and raise your body temperature – which makes

you stay awake. Have you ever seen someone jog/lift weights and yawn at the same time?

2. Eating Habits

This is related to the sleeping technique as discussed in the previous page. I generally do not eat 3 hours before going to bed and caffeine is a definite **NO**.

If you don't eat heavily before bedtime then you'll find that even with an hour or 2 of less sleep, you'll feel less tired than usual.

Eating is one of the habits which I find the hardest to stick to. Because I love food. So what I do is watch what I'm eating and try and not to eat too much at night which will tire me out the next day.

Once you try and monitor what you're eating for about a month, it's easy from then on. This is because it has become a habit of yours which is what time management is about.

3. Exercise

Keep your body in good shape and you'll feel fresh and energetic most of the time. You'll have an alert mind so that you can think quickly and effectively.

Now you don't need to go out and do exercise every day for an hour – although if you're doing that or have a plan to exercise regularly, then all the better.

Exercise not only keeps your body in good shape, which will work wonders to your productivity when you combine it with the correct eating and sleeping habits.

With this new found energy, you'll want to do more and won't postpone things till the next day.

I personally do exercise for at least 20 minutes a day. If it's raining outside, I'll start lifting weights in the living room or do some stretching and press ups. Anything to get some sweat out.

There are a lot of information on the internet about exercises. Just search for it and stick to a routine which you're comfortable with. Remember, do it for a month and it'll be easy when it becomes a habit.

The Foundation of Time Management

You probably find it strange that I'm talking about:

- sleeping well
- eating well
- and doing a little exercise

when this book is about time management.

Let me tell you that these 3 lifestyle changes are the foundation of time management.

Do these rituals every day and you'll have the energy to effectively use the time management techniques which I'm going to talk about.

Stop and think about your daily habits. Think of a schedule where you can fit in these 3 tasks before you read any further.

I was working for a dot com company several years ago, where a programmer was always late for work and kept nodding off occasionally during the time he was in the office.

The guy was talented and he was good at what he was doing. After giving him several verbal warnings and a letter, he improved. After a while he was then back to his usual self again, late.

During the period where he had enough sleep and was wide awake, he was an excellent programmer and completed so many programs. Which was why he was never fired for continuously being late.

It's been a few years now and he's still a programmer. Wouldn't you think a person with his talent would have advanced and at least become a senior by now? Sleep affects your life – **Period.**

Now let's talk about the time management skills an online entrepreneur can use.

4. The Master Plan

If you want to build a website, promote a particular product, or concentrate on getting leads, you'll want to write these things down and get an overall picture of how long you're willing to spend on each task to achieve the goals.

This is important as it is the starting point for getting as much done as possible. With this master plan, you'll know what needs to be done and how much of your time is occupied for the next week or so.

The following was my Master Plan when I decided to write this time management book.

June (1st week) – Research

June (2nd week) – Consolidate the information I have

June (3rd week) – Plan out the chapters of the book

June (4th week) – Write out my experiences.

July – August – Write the book and finish by August.

Sept (1st week) – Write the sales letter and upload on the website

Sept (2nd week) – Marketing Plan

Sept (3rd week) – Launch the book

If you have a full time job as well as a part time online business, don't forget that you also have websites to manage, articles to write, blogging and time to spend with your family.

Make sure the master schedule you create has slack time built in because along the way, you'll face some obstacles and will require more time.

This Master Plan will remind you what needs to be done and make sure you're on the right path. It'll make you stick to the main schedule.

If you have an upcoming project or an existing project without a Master Plan, then make one immediately. You'll save countless hours when working with a plan.

Here's an example of what will happen if you don't have a master plan.

Let's say that you want to create a website which offers special reports for members to download.

You plan on launching this website in a month's time. Without a Master Plan, you probably spend a lot of time on creating the website graphics, uploading the reports on the website and creating a payment button for your affiliates. Before you know it, you're launching in the next few days. You don't have everything ready yet and you haven't contacted your partners to market for you.

The problem is, you didn't have a plan to work with. You probably spent 1.5 weeks creating the graphics where you should have only spent 3 days doing.

This delay snowballs with your other delayed tasks and it won't be long that you'll notice you haven't been productive during the past month.

Without a Master Plan, you're probably doing needless things which are not helping you towards your goals and you probably spend too much time on doing a particular task.

Don't make this mistake. Get your Master Plan done now.

5. The Detailed Plan

With your Master Plan done, you can now do a detailed plan which is writing in detail what you want achieved each day.

In the morning look at your to do list and tick them off after completing them.

You'll not believe how effective this technique is. Without a plan you will have no direction and basically waste a whole day being unproductive.

Your to do list could be:

- sort out emails for the day (15 mins)
- check out new affiliate programs (30mins)
- read and post on forums (30 mins)
- write ads for my new website (30 mins)
- 15 minutes slack time for uncompleted tasks.

Total hours = 2 hours

That's it. It doesn't have to be too detailed but if you go through the list and keep focusing on achieving the tasks then you're well on your way to managing your time.

6. Focus

Staying focused is one most important elements in getting as much done as possible with the time you have.

Let's say for example you would like to have a new membership site created within the next 2 months with sales letters and your arsenal of marketing methods. You need to stay focused on what you're doing throughout these 2 months.

Always ask yourself "What am I going to do?" or "What have I achieved today?".

Ask yourself in the morning, in the afternoon and at night. This way, you'll force yourself to stay focused and won't waste time on unproductive tasks.

Once you know what you want achieved, set a block of time to do it. Let's say that you have 2 hours to complete the tasks on hand, lock yourself in a room or go to the public library to work.

During these 2 hours make sure you have no distractions. Switch off your emails, cell phone and chat software.

Don't visit the forums or surf the internet. Just work on your tasks until the 2 hours are up. With this 2 hour focus, you can get a lot done.

To see how effective this technique is, try it and write down how much you managed to achieve during the 2 hours. Then compare it with another 2 hours where you're normally being distracted by phone calls and checking your emails.

You actually have a lot more time than you think.

7. Don't Jump About

"I thought you told me to exercise?" Actually I'm talking about your tasks and thoughts.

When you work on your plan or have any ideas, stick to it until it's finished. Get this glued to your brain. It is so important. Stick to your ideas until they're finished before moving on to the next one.

Online business owners are so good at coming up with ideas because it's so cheap and quick to release a new product on the internet.

A lot of projects don't get finished or not done well, because they are done to perfection by the owners. They are dividing their concentration and time to different projects at the same time.

Multi-tasking is proven to be ineffective. You're better off finishing a project completely before moving on to the next.

The only way around this is to **OUTSOURCE** - which I'll discuss later on.

8. Time's Up!

Always set a time to do a certain task. Then stop doing the task when the time's up. Our objective after all is to manage our time.

For example if you want to find information on creating ebook covers for your website then you'll need to search on the internet for this topic. This can become addictive.

Before you know it, you've spent 3 hours on this task together with searching for other topics while you were at it. Well that messed up everything didn't it?

When carrying out tasks set yourself a time of say 1 or 2 hours. If you can't complete it then set another hour for it the next day. Don't dwell on a certain task too long otherwise it will ruin your time management and affect you completing other tasks.

9. Getting Organized.

You won't believe how being organized can save you a huge amount of time. It's one of the most essential skills you should learn, practice and stick to, so that you're effectively managing your online home business.

Do you know exactly where you stored your ebooks? Are all your scheduled payments for the membership sites listed out and do you know when the next payment is?

Do you know exactly where the important websites or articles you have read are kept? Do you know what affiliate programs you have joined and what your affiliate links are and the passwords for them?

Being organized and getting to know where to find the information is important. By knowing that you are organized, it puts your mind at rest. It allows you to focus on what's important.

A good way to get organized is to simply create a spreadsheet to store your information.

If you're writing an article or blogging on a particular topic, you may remember that there was a certain affiliate product you had which would go well with it.

Use your spreadsheet to find what affiliate programs you have joined and what the affiliate links are.

Continue to use a spreadsheet to organize every asset you have. You can place a worksheet for:

- **Articles.** List out title of articles you've written, sorted by date, and article directories you've submitted to
- **Banner ads.** List out where you've placed banner ads, the cost, the date the banner ends and the number of visitors and customers the banner ad has generated for you.
- **Directories.** Places where you have submitted your website to.
- **Pay per click.** Places where you placed the ads, description of each ad, the performance and the cost.
- **Autoresponder.** All the autoresponder lists you have created and the purpose for each one.
- **Solo Ads.** Ads you have placed, the dates and topic of the email. The performance and cost of each solo ad.
- **Contact.** Your list of contacts which you need to refer to such as web hosting company, payment gateway, affiliate partners, fulfillment services, broadband connection etc...
- **Etc...**

There is a feel good factor when you are organized. Every time I clean my workspace and nicely file the ebooks into their relevant folders etc... I get this feel good factor which motivates me to work.

A very good software program which can save you a lot of time is Roboform which you can get at <http://www.roboform.com>

Roboform will let you enter your username and password once, so that the next time you visit the website, you can automatically fill in the login details. It's very secure, plus you can store roboform in a memory stick and carry it around with you.

I highly recommend you investing in this software as it will save a lot of time in searching for your login details.

10. Feeling Good

A person's mentality affects a lot on how productive they work. The more productive you work the more time you will have left for other things. So what mentality should you have?

A "feel good" mentality. When you're happy and feeling good, you have this surge of energy inside you. You look forward to getting down and doing things. You'll be much more productive than usual.

Do whatever you can to make yourself feel good and get in the mood for working. Listen to some music which gets you excited or watch a funny or motivational clip on YouTube.

Think about things that make you laugh and proud of. With this state of mind, you'll be more productive and can use your time effectively.

11. Working Smart

We all have times where we feel as though we've been working non-stop and the progress doesn't seem right. For example, if after 3 hours of writing and you have only finished 2 articles then something must be wrong.

Working smart is one of the skills which we need to apply every day.

One of the stupidest things I've done when I first started out was when I was building my email list.

I was using a free bulk-emailing software which I downloaded from the internet to send emails and for people to subscribe to my list.

Every time I sent out an email to my list, there would be a number of delivery failures which I would receive. I also received a lot of unsubscribed requests which I had to remove manually from the database.

With all these delivery failures and un-subscribes, I made a list of these email addresses and removed them one by one from the master list. This list

maintenance took me 3 hours every time I emailed to the list. If I was lazy it sometimes took me 4 hours.

I was definitely not working smart.

If you're doing a task that's taking you a long time and you're doing it continuously, you must start to think of other possibilities for a work-a-round solution.

For me, I went ahead and looked up for information about autoresponders. I looked at the reviews and recommendations and chose aWeber at <http://www.aweber.com>

This autoresponder service took away 4 hours of my time every week. The delivery of emails were better and I was less stressed. This proves that working hard does not necessarily mean you'll succeed.

For now, think about how you can save time and if there are any tools that can help you do it. It is worth spending money on buying tools if they will save you a lot of time in the long run.

12. Do Your Job

There are many online business owners who are spending time doing things which are not their responsibility.

For instance, they maybe developing the websites themselves even when they don't have the necessary skills to do so.

Even for creating one page sales letters, an affiliate program, or using a new software etc... these tasks are not for the online business owner. Your job is to think of ways to increase your profits and build business relationships.

You don't need to learn HTML, PHP, MYSQL, Javascript and Flash. These tasks can be outsourced. All my websites, are developed by people I hired from:

- <http://www.Elance.com>
- <http://www.Scriptlance.com>
- <http://www.RentaCoder.com>

Think of the situation this way. Do you think the owner of a restaurant will cook for every customer? Do you think the owner of a company will do the administration work of a clerk?

The only exception is when you are starting off with your business and cost is an issue. But as soon as you can afford to outsource, you should do it.

Let me expand on this a little further. For information products which you sell, they don't have to be written by you. Find someone from the freelance sites and get someone to write that ebook for you.

Look for respected ghostwriters in forums and in freelance websites and get the writing of the ebook, sales letter and graphics outsourced. As well as saving you weeks in doing the tasks yourself, the quality will also be much better.

The extent you outsource will depend on how much money you can afford. If you're barely surviving with your income, then of course you need to do a lot of the things yourself.

If you're making a profit from your home business, then invest the money back into your business. Don't do things which are not your job and which you're not good at.

13. Persistence.

People who are persistent in their goals and tasks will be successful.

With time management, you need to be persistent with your schedule, habits and goals. This means you should plan your day, your goals and act on your to-do list persistently.

Many people start off being very well organized and plan everything from getting a new notepad, to tidying their desks...and then they **GIVE UP???**

Normally the reason is because they've lost interest or they want to work on some other new ideas which they have.

This is like throwing your time and hard work down the drain.

The work you have done previously is wasted. You'll rarely get back to it. Even if you do, you would have lost the momentum and interest in the project.

While working on your new project, you will very likely get distracted again and work on something else or see a new product, buy it and study it.

If there are several things you will learn from this book, then please let this be one of them. Define what your goals are and what projects you want to work on. Then go full throttle and work on it to completion.

Be persistent with all of your projects and ideas. Don't leave them unfinished. You'll find that you'll get a lot more done and the results are much better.

14. Split Up The Big Projects

If you want to break a bunch of chopsticks, the best way is to do it individually one by one. The hardest way is trying to break them all at once.

Same applies to time management. If you have a big project to do which overwhelms you and just by looking at it gives you a headache, then break it into smaller, manageable chunks.

Understand your capabilities. Are you biting much more than you can chew?

Look at the big project as a whole and then break it into manageable tasks. Then work on your tasks and tick them off your list.

You'll be much more motivated to do the tasks and you'll have a sense of satisfaction when you cross off the things you've completed.

A lot of time is spent worrying on how big the project is and how you're going to tackle it. Some people can't stand the thought of the work and avoid it altogether.

The quickest way to stop wasting time on worrying about the huge workload is to break it down into smaller steps and complete each one individually. You can treat each stage of this huge project as a small project in itself.

15. Do Your Most Hated Tasks First

Make sure you understand and know what sort of tasks you're good at doing and what sort of tasks you're lousy at.

You may like to write content for your products and websites. You may hate the part of setting up a website, formatting the sales letter and working on your pay per click campaign.

Once you know what tasks you enjoy and hate the most, you can plan to work your day much more effectively.

Your aim is to do the tasks you hate the most, **first**.

So if you have a 3 hour block of time to work on, as soon as you sit down on your desk, immediately work on the tasks which you don't like doing or tasks which require a lot of brain work.

Think about it. When you first start working, you're at your most energetic state and your mind is fresh. You're most willing to work on your complex tasks and have the energy to think about how to tackle the problem and think of solutions.

Once you get these tasks out the way for the day, you can now start to do things which you enjoy. Even though you may be tired after working on something that is tough, the remaining hours should be a lot easier since it is easier for you and something which you enjoy.

If you do it the other way round, you won't be as effective. You won't have the energy or the motivation to work on the complex tasks after an hour or of working.

When you look at your hated tasks, you'll probably decide to do it tomorrow instead.

This is a very important in time management. Working on your complex tasks first will do wonders for your productivity.

A lot of the times, you would want to work longer than scheduled because you're working on something you enjoy and you want to finish it off. The same won't apply if you're working on something which frustrates you.

16. Prioritize

Learning to prioritize can save you a lot of time. So many online business owners spend time on things which are not important, which they think is important.

They also spend time working on things which they think is urgent where in fact they can wait.

Everyone says prioritization is common sense, but it's not. It can't be common if not many people are doing it.

We know we need to prioritize when doing things with the limited amount of time we have but when we start working, prioritization goes out the window.

To ensure you prioritize when working, sit down somewhere with no distractions and list out all your tasks which you need to do – including personal tasks and business tasks.

This should take you well over an hour to do depending on how often you do it.

After you list out your tasks, categorize them into personal and business tasks. Next list out what tasks are important and which ones you should work on first.

To decide which task is high priority, ask yourself “can it be delayed?”. What would happen if you do it at a later date?

With your priority list of tasks, schedule it for the following month. Ensure that you have scheduled time to work on your list of personal and business tasks every day.

You could allocate 30 minutes of your lunch time to work on personal things such as buying a wedding gift, emailing a friend, buy new batteries for your son’s toys, get some more tapes for your camcorder etc...

Then during the actual time which you allocated for work, you can do your list of business tasks starting with the high priority ones first.

When you work this way, you’ll be able to concentrate on doing your important business tasks within your scheduled time. You will be able to avoid distractions such as thinking about your personal things which are now scheduled at another time.

One of the things that happen a lot in any business is working on important deadlines and rushing it. All other things which are still important are then pushed aside.

These urgent matters normally come from leaving tasks on the side for too long, until it’s too late and becomes really important and damn urgent.

If you prioritize your tasks using the method described, you can avoid such mayhem. You’ll be working on the important tasks before they become **dead** urgent.

Prioritize your work this way and you’ll find that you won’t be running around like a headless chicken putting out fires here and there.

You’ll have much more time to work on meaningful, important tasks and do a much better job of it because you’re not rushing things.

17. Organize Your Reading

Online business owners, especially the ones in the internet marketing industry read a lot of information. They're subscribed to many newsletters, bought many ebooks and read a lot in forums.

They're constantly on the lookout for new information and new breakthrough methods that will help them with their business.

The problem is, this is becoming a habit, rather than a need.

People will browse on forums, download the free stuff, buy ebooks that are newly released and buy physical information products costing thousands of dollars.

However, a lot of times the books are read and then forgotten about. When a business task comes and requires information from the book they've read, they don't know where to find it and they can't remember what they've read.

There are many ebooks that are being bought but never read. They just sit on the hard drives. This is not a good way to read and use information. Yet it is what the majority do online and they complain that they can't make money even with all the information they've bought.

You need to organize your reading. Make it more effective and actually benefit from each book's information that you've read.

Here are the steps to organize your reading:

- Create a folder on your hard disk and label it **Library**
- Create folders within the **Library** folder for every topic an ebook belongs to. For example, Copywriting, PayPerClick, Business Strategies, Blogging, Adsense, SEO, Social Marketing, Video Marketing etc...
- With each ebook that you have, rename the file so that the name of the author is first and then the title of the book. For example, **tommyblogs-emarketingtechniques.pdf**

- Once you have your library sorted out, you should create a document for each folder. Label this Word document **Subject-Manual**, based on the subject of the folder. Eg. Copywriting-Manual.
- Now with each ebook you've read, type up what you've learned into this manual. When needed, put in brackets the name of the ebook so that you know where to look when you want to read the book in more detail.
- The manuals should consist of everything you have learned about a particular subject. Continue to add new information into the manuals and you'll have all the information in one place.

Let see what you've done here.

You have placed all the ebooks and information you have into folders which have meaningful names. You have also written down all the useful information and consolidated it into one manual for each topic.

The next time you want to find information or want to learn a certain topic, look into the appropriate folder and look through the manual of notes you've written.

You can save countless hours using this organized way of reading and making notes. Many people are wasting time reading because they just put it aside and not make use of it.

21. Research Software

You need to spend one or two hours a week, looking at your business and see what kind of software you need that will help you with your online business.

Look for ones that have very good feedback, don't cost an arm and leg to buy and then study it to become an expert.

There are many suggestions as to what software is the best and which ones you should use.

Your aim is to do your research, go through the free trial if there is one and learn all you can about it.

After you purchase a software, remember to document the steps on how to do certain things. Put this in your manual and file it in the appropriate folder.

The next time you use the software to do the same task, you can refer to the step by step instructions you've written down and save time in remembering how to operate the software again.

Your aim is to invest in different kinds of software so that you'll be able to automate your business and save you time in doing repetitive tasks. Here's a good list of software/tools to help you get started:

- Web hosting (Hostgator at <http://www.hostgator.com>)
- Autoresponder (<http://www.aweber.com>)
- Membership Management Software (<http://www.amember.com>)
- FTP client (<http://filezilla-project.org>)
- HTML Editor (<http://kompozer.net>)
- Graphics software (<http://www.adobe.com/products/photoshop/photoshop>)
- Affiliate Management (<http://www.amember.com> or <http://www.paydotcom.com>)

You should really only use one type of software for each function or task. Stick with one and become an expert on using it. Don't have several different software doing the same tasks.

22. Leverage

With everything you do for your online business, always keep in mind how you can re-use the work you've done and how to make more use of it.

If you know how to use leverage, you'll make use of your time better than 95% of the online business owners out there.

For example, if you have written several articles on pay per click, several on search engine optimization and on copywriting, then file them into appropriate folders on your hard drive.

Then create and update a document called **Assets**.

This can be an excel spreadsheet where you list out all assets you have such as website domains, articles, free reports, blogs, products, resell rights, private label products etc...

The next time you create a free report to let people opt in to your list, you can gather some of the articles you've already written and make a quick report. Just change some of the wordings around and nicely format the report.

If you look at your Assets spreadsheet, you may notice that you have a squeeze page that is converting well and is related to what you're currently doing. Well copy that squeeze page and use the same format. It should give you the same conversion rates.

Do you realize how much time you will save by making use of the assets you currently have? You can use an hour of work and re-use it in several projects. So make an inventory and take note of the assets you have now.

Another thing you should do is look at your tasks and see if there is anything which you can automate and leverage from.

For example, if you have an affiliate program, you can tell your new subscribers to join it with your autoresponder follow up messages. You don't need a separate task to recruit affiliates anymore.

Every time a new subscriber signs up to your list, put a message in your autoresponder, asking them to sign up for your affiliate program.

Just continue to build your list and the rest is automated.

Create a lot of training material and an area to train your affiliates with. As soon as you recruit an affiliate, your autoresponder should tell them where to go to learn about marketing and promote your products.

If you have a major product launch, use this material and tweak it for that particular launch. See how you're leveraging your efforts?

For all of your reports and articles you write, you should tell the reader that they have the authority to use your article with their affiliate link as long as the content stays intact.

This way, you're creating a viral effect. The people reading your reports and articles will share it amongst friends and lists. This will help in promoting your products. You're leveraging off their efforts.

Spend time thinking about your business. If you can outsource tedious tasks like customer support emails, then do it. The majority of your time should be spent on thinking how to leverage your assets and how to improve your business.

The more you leverage, the better your results will be and the more time you'll have.

23. Improving Your Skills

There are many things you can do to make much better use of your time. Two of these which you may never have thought of is typing and speed reading.

For an online business, web content is very important. A lot of business owners spend time posting to their blogs, writing articles and writing emails to their subscribers.

Well you can save a lot of time if you learned how to type properly.

If you use 2 fingers to type, then you'll probably be able to type 30-40 words per minute. If you take typing lessons, you could improve it to over 100 words per minute.

That's an improvement of 2.5 times. Imagine cutting down on spending 1 hour to write an article to 20 minutes. You can write more than twice the amount with less time.

Another skill which you can improve on is speed reading. As a business owner, you'll no doubt be reading a lot of books on marketing, how to be a better entrepreneur etc...

Well you can speed up your reading by as much as 4 times if you practice speed reading. So instead of reading a book in 4 hours, you can finish it in 1 hour.

Do you see how important this skill is, in saving you time? Imagine spending 3 hours to read something which will normally take you 12 hours. That's a whole day saved!

Get started and practice speed reading. You'll see a noticeable difference in a week or two.

Just type in "speed reading" in Google and see all the information which teaches you how to speed read.

Summary

The strange thing about time management is, the more time you spend thinking about how to do things and how to make things better, the more time you will save.

This is the part which people don't get.

They would spend as much time as possible to get things done and rush it. They think that if they're running around, stop watching TV and put in the long hours, it's good time management. They assume they're getting more things done.

But time management is not just about using your time and getting things done.

It's about doing the right things at the right time. It's about doing things efficiently and working smart.

For example, you can work really hard at doing the graphics for your website. You spend weeks on it, working long hours and finally get the hang of Photoshop and create an above-average looking website.

But you could have outsourced it for \$150 and have it complete in a few days with the end result being a lot better.

Working hard does not help. By paying \$150, you could have produced a much better quality website and have several weeks extra to work on other parts of your business.

If you check your emails 5 times a day when working, it seems as though you're getting a lot done. However, you may realize that you can check emails twice a day and things will still be perfectly fine.

Checking your emails regularly distracts you from work and you need to spend more time to get back into your original level of concentration.

Don't think that because you're busy, you're managing time effectively. Have a plan, prioritize and fine tune things to see how you can make the most out of what you got. That is real time management.

Resources

Roboform

<http://www.roboform.com>

aWeber Autorepsonder

<http://www.aweber.com>

Freelance Websites

<http://www.Elance.com>

<http://www.Scriptlance.com>

<http://www.RentaCoder.com>

Web hosting

<http://www.hostgatgor.com>

Membership Management Software

<http://www.amember.com>

FTP client

<http://filezilla-project.org>

HTML Editor

<http://kompozer.net>

Graphics Software

<http://www.adobe.com/products/photoshop/photoshop>

Affiliate Management

<http://www.amember.com>

<http://www.paydotcom.com>