



# More Time

**21 Ways Business Owners Can  
Save Valuable Time Every Day.**



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You are not alone. 95% of business owners, especially solopreneurs, micro and SMEs owner managers complain that they don't have enough time. Enough time for work, for themselves or their family. They are always robbing one to pay the other.

I can work miracles sometimes, but I cannot add more hours into your day. And if I did, I know that you just fill them with more work.

But that's not the goal.

Do these phrases sound familiar?

- I just need more time
- I want a day off, but....
- I'd love to play golf in the week (I do) rather than the weekend
- I don't really have time for a holiday – I'll pack the laptop
- I haven't time to pick the kids up from school, go to the park or....
- I just don't have enough time, etc.

The cries of anguish, however they are voiced all mean the same: I want more time.

Well you can't magically manifest more time, but you can use the time you do have more effectively. It is possible to achieve more in less time.

Would you like to be like other business owners who

- Go on holiday at a minute's notice
- Take time for their own hobbies during the working week
- Are super flexible to offers, events, days out, etc
- Easily fitting in what's needed and have time to think
- Complete the to do list and more
- Are envied by other business owners.... ?

## Frankie's Story

You can [read Frankie's complete story](#) but here are some sound bites that might give you a nudge...

“My business was running me: running me into the ground. I didn’t have a minute to myself; no time to think, always at the constant beck and call of my clients.....”

“**My biggest issue was time, lack of it;** Shirley helped me work out how to get that time back and from that day to this I’ve managed to reduce it by over 80%. I must admit I was sceptical, but I promised I would try and I did. It was scary letting go, it worked, and I haven’t looked back.”

## 21 Solutions to “I Need More Time” That Really Work

1. Solve the problem. Not just for this occasion but permanently. Then you’ll never ever have to spend time solving that problem over and over again.
2. Communicate. Be clear what is required. Don’t leave your team guessing what needs to be done why when or how. Teams twiddling fingers wastes your time too.
3. Focus on quality. Do it right first time.
4. Be prepared for issues. Sudden bad weather out of stock, too much stock. If Covid has taught us anything it is to be prepared for uncertainty. Plan now.
5. McDonald’s is brilliant. Systems, processes, and procedures clearly defined and consistently applied saves time. And you can delegate tasks easily when you have systems and processes in place. Even if you don’t like McDonald’s, it’s worth a visit to see how smooth everything runs.
6. Have a plan. Do the planning annually, quarterly, and monthly then make a plan and execute it. It removes wasted guessing time.
7. Measure the key indicators that warn you that something is going very wrong, or very right. Doing this means you can react quickly before you have a really big issue that you need to spend a lot of time solving.
8. Cull your To Do list right now. You should be able to delegate, automate or terminate 50% of the tasks on your To Do list, it might take a few goes but start now.

*The greatest time saver, money maker and effort reducer in any business is a business plan. Let me say that again. "The greatest time saver, money maker and effort reducer in any business is a business plan."*

9. Clear your head. Get confusing thoughts, I mustn't forget to..., I must remember to..., that great idea.... all out of your head and onto paper. Now your head is clear you can execute quicker, with less distraction so saving you more time.
10. Sack clients that waste your time.
11. Try a power hour if you have an important task to complete. Make a cuppa now, turn off social media, close office door or sit somewhere else, put your phone away. Without distraction you'll be ultra-productive.
12. Take a break. Go for a walk, think and problem solve while you walk. I love walking meetings too. Try one next time instead of sitting down. Exercise and work at the same time double whammy!
13. Take care of you; sleep, eat, and exercise, be healthy.
14. Engage outsourcers, freelancers, and contractors to do the things you can't.
15. Work from home sometimes and save commuting time. Read or listen to book or podcast when you are travelling (only when safe to do so!)
16. Ask yourself, could you zoom that meeting rather than travelling to it?
17. Make meeting calendar timeslots default to 15 minutes rather than the standard one hour.
18. Batch work. Take an afternoon and write blogs for the next three months or newsletters or posts or something else.
19. Do tomorrow's to do list before you leave tonight. Ready for a fast start in the morning, no procrastinating when you arrive, get straight to work.
20. Stop juggling work and multitasking. I did and what an amazing change. I thought it was good to multitask but now I know single tasking is more efficient!
21. Only do what is important.

Of course, you could get up earlier but.....

Time is such a precious commodity that we need to ensure that we use it to its best advantage. Once it has gone, it is gone, and it cannot be recaptured.

Remember the saying 'All work and no play makes Jack a very dull boy?' That's my way of saying you need to discover some form of work / life balance and I hope that these tips will help you.

## When You're Ready, Here Are 4 More Ways to Help You

- 1) Download our **57 Crucial Business Questions** for further inspiration & help. [Click here.](#)
- 2) A weekly dose of inspiration, hints and tips via our weekly Business Insights. We treat your inbox with respect and only share valuable content. You can unsubscribe at any time. [Subscribe to our newsletter here.](#)
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