

6 Techniques to Accomplish Business Tasks more Efficiently and Save Time



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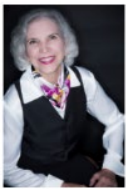
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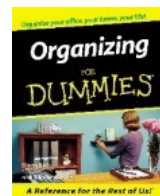


Mini Bio



Everything in its Place®

Eileen Roth



Your Organizing Tour Guide For Success

As the author of **Organizing For Dummies®**, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money.

Eileen named her company Everything in its Place® because she truly believes that when you find a place for everything, you will have time to enjoy your life.

Eileen Roth is a national speaker, trainer and productivity expert in the areas of :

Office Organization Time Management Home Organization



6 Techniques to Accomplish Business Tasks more Efficiently and Save Time

This guide provides 6 different techniques to accomplish your tasks more efficiently, have more productivity, and save time.

There always seems to be so much to do. That's where systems help you do things faster and be more productive.

1. Peak and Non-Peak Time

Determine if you are a morning, afternoon, or evening person. If you work against your natural rhythms, you will not be as productive or efficient.

What does “peak time” mean?

- ◆ When do you have the most energy during your day?
- ◆ When do you feel you are more focused?
- ◆ When do you do the most work?



If you feel more energetic in the morning, then that's your peak time. It's the best time to do your priority or creative work.

You are a “morning person”, so the afternoon is then best for your lesser priorities and administrative small tasks.

If you feel more energetic in the afternoon, that's your peak time to work on your priorities.

Since you are an “afternoon person”, the time to work on your lesser priorities and administrative small tasks is in the morning.



If your peak energy is in the evening, you are an “evening person” and it’s best to work in the evening -- if that is possible. Choose your second peak time to do your lesser priorities and administrative small tasks. That could be morning or afternoon.



If you are an evening person and work a day job, it’s often easier to decide backwards: Which is your **least** productive time, morning or afternoon?

Once you know when your energy is lowest, that would be the time to work on your lesser priorities and administrative small tasks. Which leaves the other part of daytime as your second peak time to work on top priorities and creative work.

You cannot always do something exactly at the time you choose. However, when you keep most of your activities within your peak or non-peak time, you will be more efficient and more productive.

2. Start and End the Day Routines

These routines to start and end your days will make everyone more productive.

a. Start the day

Start this routine as soon as you sit down at your desk in the morning.

1. Review your Calendar for today
2. Review your To Do List
3. Review or change your top 3 priorities for today.
If you use a planner, write them in there. If not, put them on paper or an index card so you will stay on track.



b. End the day

1. Clear the desk.
 - Put away anything that doesn't belong on the desk.
 - File papers or file folders that are out.
 - File information that you did not put into the proper file on your computer.
2. Review your Calendar for tomorrow, this week, next week, this month and next month.
3. Write your To Do List for tomorrow
4. Set your top 3 priorities
5. Prep for tomorrow
 - Prepare for meetings tomorrow
 - Review timelines for large projects



3. Plan Ahead

Many people think they only need to view their Calendar at the beginning of the workday. However, there are reasons to review it at the end of the day to plan ahead.

- ◆ The Calendar tells you that tomorrow's meeting is not at your office, which means information may have to be taken home so you can bring it to the morning meeting.
- ◆ The Calendar says a webinar is at 8am tomorrow but you start work at 9am. If you didn't see it until the morning, you would miss it.
- ◆ If you only look at Monday's schedule at the end of the day on Friday, it will be too late to schedule time on Friday to prepare for a Monday morning meeting. (*This can happen on any day.*)



Weekly reviews are as important as daily reviews to plan for things that need to be completed in the current week and next week.

Monthly reviews provide the overall view to schedule important projects into smaller sections over days, weeks, or months to complete projects.

You don't want to wait until a week before an important project is due and wish you had started it months earlier.

Note: If outside vendors are needed (i.e. graphics, printing), it's important to get a time estimate for their part of a project.

4. Batch Tasks

When you repeat the same steps for a task, you don't have to stop and think about what you are doing. Repeating the same task with different information means working in batches.

Batches could be set as tasks that are:

- ◆ Daily
- ◆ Weekly
- ◆ Monthly

a. Accounting Time

Do NOT do accounting daily, unless you're in the accounting department.

Set a day of the week to deposit all your checks than making deposits daily. Batch your billing too.



b. Email Time



This may be the hardest thing to plan time for. From one day to the next, your email can change. One day can be heavy; another day can be light.

When you buy from people, you are subscribed to their email list and your email compounds.

First, separate your business email from your personal email to not miss important emails.

To read emails faster, batch emails from the same person or about a project. You can create separate folders for those emails to easily read related information.

Unsubscribe from ones you are no longer interested in receiving.

c. Social Media Time

If you do not control it, social media can be a big timewaster.

Establish a set time limit to look at social media to keep from falling down a rabbit hole like Alice in Wonderland.



A digital timer will keep you on track and prevent huge amounts of time being wasted. (*Just replying to others in your own feed can take time.*)

Try creating social media posts on one or two days a week. Time yourself for a few sessions to learn how much time you need to do this.

Social media programs like Later® and Planoly® can batch post to several platforms all at once, saving you time.

d. Reading Time

You may have articles or magazines that you have downloaded or bookmarked on your computer to read when you have time.

Create a “To Read” file on the computer to store those until you have read them.



For business journals or magazines that come in the mail:

- a. Review the Table of Contents and mark the articles you want to take out.
- b. Pull out the articles to read and staple the pages together; be sure to get all of the pages, i.e. cont'd on page 58, page 72, page 94.
- c. Make a physical file folder called “To Read” and put paper articles in there. Related articles can then be read in a batch.

File or bookmark any articles you want to save when you are done reading. If you let articles pile up, it will take longer to decide where it goes than right after you read the article and know where you would want to find it.

If you don't need the information, delete or toss it.

Tip: When you first read an article or book that belongs to you, use a 6” ruler with a red pen to mark key ideas. This will save time when you want to quickly find a key concept.

The key words stand out when the whole sentence is not underlined or highlighted.

When you establish a daily reading time, you will keep up with your reading material. If your day is too busy, do your reading in the evening. This is one task that you can do riding to or from work on a bus or train.

5. Track your Business

It's very important to review the status of your business. This could be daily, weekly or monthly.

a. Money

Financial software will track your business expenses and deposits to make tax time easier by sorting information into categories. (ex: Use a spreadsheet or software like QuickBooks.)



b. Tracking Analytics

Tracking is important in business. Review your numbers from your email service and Google Analytics.

How many new prospects joined your email list?

How many people opened your email?

How many people clicked on a link?

How many people viewed, or opted into a course?

How many people viewed or clicked on an ad?

How many sales did you have?

How many affiliate sales did you have?

How many people are on each of your social platforms?

How many people liked or commented on a social media piece?

6. Filler Tasks

Small administrative tasks need to be done but get pushed aside to complete your priorities. They tend to pile up at the end of the week and the end of the month.

Solopreneurs need to complete invoices to bill clients and enter data in the billing program. While working on priorities, this task often doesn't get done until the solopreneur realizes there's no income if clients don't receive invoices (unless they are on a payment plan).

Filler tasks are the easiest way to do some of those small admin tasks. They also serve as a mind break from concentrating on priorities to working on something that is usually simple, routine, and can be accomplished easily.

Here's some key times to use filler tasks:

- ◆ When you have 10-30 minutes free before or after a meeting or webinar.
- ◆ It's almost lunch time or it's too late at the end of the day to start a new project.
- ◆ When you finish working on a main priority and need to relax between projects.

Choose one task to work on during your next “filler” time before you change gears into a different project or meeting.

You can easily lose time doing filler tasks if they aren't short or by doing too many. Set a timer so you don't miss your next meeting or time block to work on a priority task.



Some filler tasks to consider:

Play voice mail and record info in a message pad or spiral book.
Make or return a phone call. (Do not call if you might be short time.)
Mark and empty your spam folder.
Mark magazine articles in the Table of Contents to remove and read.
Complete an expense report.
Order items or complete a purchase order.
Enter data into a financial program or other software.
Record new items on your To Do List or Master List.
Move items out of your download file into the main file.
Make a paper or digital file folder.
Setup a binder: cover insert, spine and divider tab labels
Open and file mail into the [Take Action File system™](#).

Conclusion

These 6 techniques will not only make you more efficient and productive, but you will feel more confident and relaxed. You will know that everything is in its place and will get done.

