



## How to Accomplish More in Less Time

Do you have too much to do and never enough time to do it all? Are you busy all the time and yet getting very little accomplished?

Here is a simple yet powerful idea that can change your life! The secret to accomplishing more in less time is to:

- Plan each day before you begin. Make a list of everything you want to accomplish for the day. Spending just 10-15 minutes to plan your day in advance can save you up to 2 hours of wasted time and effort.
- If you really want to jumpstart your day, write out your plan the night before and let your subconscious mind work while you sleep. Don't be surprised if you wake up with new insights and creative ideas to achieve your goals.
- Decide which item on your list will have the greatest positive impact on your goals. Ask yourself, "Which one of these tasks is the most important?"
- Take action immediately on your most important activity as soon as you start your day. Make this your top priority. Resist the temptation to work on easier and less important things first. Focus on this one task until it is completed.

By planning each day in advance and quickly taking action on the most important task, you will become unstoppable in accomplishing your goals and achieving your hopes and dreams!

*"Things that matter most must never be at the mercy of things that matter least."*  
Goethe