

# Little Things That Save You Time Every Day

..... Ordinary & Happy .....

<b>1</b> <input type="checkbox"/> Try to automate repetitive tasks.	<b>2</b> <input type="checkbox"/> Use calendar reminders rather than relying on your memory.	<b>3</b> <input type="checkbox"/> Learn keyboard shortcuts.	<b>4</b> <input type="checkbox"/> Set email filters so you can prioritize the important emails.
<b>5</b> <input type="checkbox"/> Use automation apps.	<b>6</b> <input type="checkbox"/> Create templates for email replies that you can personalize as needed.	<b>7</b> <input type="checkbox"/> Organize your files well so you don't waste time looking for things on your computer or phone.	<b>8</b> <input type="checkbox"/> Bookmark important websites you reference often.
<b>9</b> <input type="checkbox"/> Try focus apps when you need to focus on a single task such as writing.	<b>10</b> <input type="checkbox"/> Plan your day the night before.	<b>11</b> <input type="checkbox"/> Pick only 1-3 priorities for the day.	<b>12</b> <input type="checkbox"/> Batch similar tasks.
<b>13</b> <input type="checkbox"/> Time-block your day, assigning time slots to tasks.	<b>14</b> <input type="checkbox"/> Plan your day around when you have the most energy.	<b>15</b> <input type="checkbox"/> Prepare your clothes for the day the night before.	<b>16</b> <input type="checkbox"/> Keep all essentials to take with you in one place (e.g., keys, wallet, purse).
<b>17</b> <input type="checkbox"/> Meal prep for the week or at least for a few days.	<b>18</b> <input type="checkbox"/> Make more sheet-pan meals or one-pan meals.	<b>19</b> <input type="checkbox"/> Clean as you go, particularly when cooking.	<b>20</b> <input type="checkbox"/> Keep all your printed files and paperwork organized so you can easily find what you need.