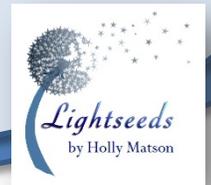


Top Timesavers for the Busy Holistic Entrepreneur



1. Schedule your work week. Know what you need to vs. want to accomplish, know roughly how long each task will take, and plan accordingly. Leave 50% of your time open for changing priorities.
2. Limit your phone and email time with potential clients who try to get your offerings for free by asking for your advice. Develop a quick and friendly "I'll be glad to discuss that during your paid session" kind of response.
3. Limit the amount of daily time spent on email and social media. Set aside times of the day that are usually not as busy to spend a few minutes on each. Have a dedicated, scheduled day to focus on your marketing.
4. Delegate! Let go of tasks you can't or don't want to handle. Find someone to help you who enjoys those tasks.
5. Keep your work area clutter-free. Attempting to work in cluttered areas means spending more time hunting for things than being productive. If you need help developing a system, hire help.
6. Focus! It's a huge time waster to allow distractions to rule your work day. Be present, working in the moment on the moment's task. When that one is taken care of, you can move on to the next. Try "Parking" your distraction!
7. Have a plan. Create processes and procedures, even if you work alone. When you have a set series of steps to accomplish a task, you train your brain to smoothly go through the correct motions without distraction and without stopping to remember what to do next.
8. If you work from home, be sure that others in the home understand that even though you are in the house, you are working and must not be disturbed during working hours.
9. Delegate your appointment scheduling, whether business meetings or client appointments. The more you can automate or delegate, the more time you have to do your own work – serving your clients. Use an online scheduler on your website, or hire an assistant. The cost will be recovered and more by your increased productivity.
10. Organize the drudgery. Few practitioners of any sort enjoy the paperwork and business end of their practice. The more organized your online and paper files, the easier it is to finish quickly.
11. Take breaks! No matter how busy you are, if you run out of steam you are useless. Allow yourself frequent brief breaks, and ALWAYS eat a restful lunch.
12. Collaborate. If you can share the workload with someone else, do so. Just as families often share the "production line" of meal preparation, develop a team with friends and associates.
13. Have regular equipment checks. Be sure that the items that are critical to your success are running smoothly, to avoid costly breakdowns when you can least afford them.