

## **Tips for Working Smarter, Not Harder**

- 1) Know which products/services profit you the most for your time and money? Brainstorm how you could devote more of your time to these items. Set a goal to increase the volume of your most profitable services, while not increasing your work hours.
- 2) Set regular work hours. You are not serving anyone when you work all the time. You actually become less efficient and other important things in your life suffer. As human beings we do best with regular recharging periods for our bodies and our brains.
- 3) Determine your most energetic times of the day and week. Use them wisely.
- 4) Make a list of energy drainers. Set a goal to eliminate 1-5 a week.
- 5) Is there work you keep putting off or do not do well that you could hire someone to do? If so, hire someone. Use your time for using your most profitable skills.