**Quick Ways to Save Time Every Day**

Time is a *very* finite asset and is also one of the most important resources you have at your disposal when it comes to accomplishing as much as you can and living to your fullest potential.

The problem is that most of us spend far too long struggling with things we don’t really care about, rather than talking about the things that are important to us.

In this post then, we’ll take a look at some simple strategies you can use to save lots of time every single day!

**Wake Up Productive**

It’s important that you get enough sleep so waking up at 4am to start work is *not* the answer here. However, what you can do is make your morning more productive by reducing feelings of sleep inertia. To do this, try using a ‘daylight alarm’. This is an alarm that wakes you up with a simulated sunrise. This is a very calming way to wake up that is good for your biological rhythms.

**Don’t Go Back to Sleep!**

Another tip is to try coming around slowly. To ensure I always get up on time, I always make my first step to check my phone. This is something that many ‘gurus’ will tell you not to do, but actually it’s a very easy small step that is perfect to rouse you just enough to avoid you going back to sleep. Why not use that addiction to your advantage?

**Use Automation**

Automation means using systems that can complete tasks for you. In this case specifically, we’re interested in machines and devices that can perform boring tasks for us. That means things like robotic vacuum cleaners, dishwashers and more. Why spend hours doing the dishes? Aren’t there better things you could do with that time?

**Multitask**

Certain tasks lend themselves very well to multitasking. A perfect example of this is walking to work and calling a friend. If you need to catch up on your correspondence, then why not do this at the same time as another task that doesn’t require your full attention? This way, you have killed two birds with one stone and spent half the time that you normally would.

**Prep and Pick-Up**

This is a broad strategy that can apply to any task. It simply means that you do the preparation first and then ‘pick up from there’. For example, this might mean that you prepare your gym kit the day before so that all you have to do in the morning is pick it up and go!