

# Small Business Tips for Finding More Time

By David B. Burns

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1. **Analyze your travel.** Nothing can chew up your time like travel. Schedule your business travel just like you would schedule running around town doing personal errands. Map-out the most efficient route before you go, asking yourself, “How can I make all these stops with the least amount of “dead time?” The same trick works for traveling around town or traveling around the country.
2. **Don’t go to meetings.** Let meetings come to you by utilizing technology. Inexpensive (and often free) software is available to conduct meetings using a combination of phone and web technology. Many even offer the ability to conduct private conversations while the rest of the meeting is in progress.
3. **Conduct asynchronous meetings.** Setting up groups on social media sites like LinkedIn allows organizations to conduct “meetings” at the convenience of each individual member. This saves both time and money by allowing the discussion to fit easily into everyone’s schedule - night-owls and early-birds alike.
4. **Plan before you leave.** Make your next day’s to-do list before you leave the office. The next morning you’ll be able jump right in with your high-payoff actions instead of wandering around deciding what to do first.
5. **Review your calendar.** First, look over your schedule of meetings and other activities from the past month, staying on the lookout for those items that were a waste of time. Next, look over the coming month’s calendar to find similar time wasters. Wherever you can safely cross-off (or at least minimize) something without any negative consequences, do it.

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