

## Ten Suggestions to Maximize Your Time

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We know how valuable time is when you are raising a family and trying to meet other life demands. Here are some tips which may give you some “extra time” in your day.

1. Take 10 minutes the night before to prepare what you will need in the morning. Review school notes, pick out clothes, pack lunches, gather school books and put them in backpacks, etc.
2. Organize your home so you don't spend time looking for things you put somewhere “just for now”.
3. Be productive when you're waiting for an appointment.  
Take a book, bills, letters that need to be written, etc., to work on while you wait.
4. Wake up 15 minutes early each day. You'll have almost 2 hours a week extra time.  
That's over 7 hours a month!
5. Write out what needs to be done each day. Try to keep up with your list.
6. Do activities as a family. Make them fun and it can be a way to finish tasks while spending time with your spouse and children. For instance, let your children decide what you'll be having for dinner and encourage them to help you make it. Talk about how to make a well-balanced and healthy meal.
7. Write down your appointments and try to make them in similar locations close together. It takes less time than to rush from place to place.
8. Ask your children to take on a few household chores. Even younger children can be expected to pick up their toys or perhaps make their bed. Older children can help set the table, do the dishes, etc.
9. Take 5-10 minutes each night as a family and pick up the house. This small contribution not only saves time, and helps to tidy up, but more importantly demonstrates a family team approach.
10. Limit TV watching.