

Getting Back Time



RESOURCE CHEAT SHEET

Your Time Saving Resource Sheet

This resource sheet is going to take a slightly different format from many of the resource sheets you may have encountered in the past. Rather than simply listing lots of different tools, books, articles and websites, this sheet will count down some of the very most powerful and effective time-saving strategies there are. Some of these will involve tools which we will link to.

Take a look at this list and see which elements you can incorporate into your own lifestyle to save a lot of time.

Learn Speed Reading

Learning to speed read is a great way to save yourself a lot of time whether you're reading necessary texts like instructions or stories and books.

Spreeder is one tool that can help you do this. You can find this here: <http://www.spreeder.com/>

Have Food Delivered

I'm not about to tell you to start eating takeaway every night as that would ruin your health. But I am telling you to outsource certain tasks you don't enjoy. If cooking is one of them, then use a service to get healthy meals delivered.

Balance Box is one of the most popular services of this kind and will have meals delivered to your door with set calories and other requirements:

<http://www.balancebox.com/Slimmers/>

Use a Fitness Tracker

Your energy levels are crucial to time management. If you have no energy, then you will have no ability to use the time you win back.

Using a fitness tracker, you can monitor how active you are during the day which is a much more natural and healthy way to increase your energy levels (versus doing one intense workout in the evening). The Microsoft Band 2 is a great fitness tracker that monitors your steps, heartrate and even your sleep! Find it here: http://www.microsoftstore.com/store/msuk/en_GB/cat/Microsoft-Band/

Get a Daylight Lamp

Speaking of sleep, this is generally something very important that will help you to have more energy throughout the day.

One of the very best ways to improve your sleep and thus have more energy and more time is to get a Lumie alarm clock. These use a light that is more similar to the lightwaves of the sun and that comes on slowly in order to gradually wake you out of a deep sleep and ensure the room is light once you get up. You can find these here: <http://www.lumie.com/collections/light-therapy-waking>

Read All of Tim Ferriss

If there's one person who is very influential in the field of saving time, then it's Tim Ferriss.

Tim Ferriss' first book was called The Four Hour Workweek. This book dealt with how you could spend less time at work and design a lifestyle you wanted. It is essentially the first and most influential book on lifestyle design and it is an absolute masterpiece.

He followed this with a book called The Four Hour Body. This is a book all about how to work out quickly and get into shape using just a little exercise every week. He discusses the 'MED' or 'Minimum Effective Dose' essentially stating that beyond a certain point, there is no benefit to putting in more time down the gym.

Finally, his last book The Four Hour Chef explains how to quickly learn cooking. More than that though, it discusses how to learn more quickly using the 'DiSSS' method.

You can see all of Tim Ferriss' books here: <http://fourhourworkweek.com/books/>

You can also read a lot of information from Tim for free here: <http://www.fourhourworkweek.com/blog/>

And if you're interested in learning more about DiSSS, then you can find that here: <http://fourhourworkweek.com/2013/05/20/accelerated-learning-techniques/>

How to Save an Hour a Day

Another of the best books on this subject is How to Save an Hour a Day by Michael Heppell. This is essentially just a huge collection of different tips, strategies and methods for saving time all collected in one place.

Find out more about Michael, his tips and his books at the website: <http://www.michaelheppell.com/>

Get a Hands-Free Kit

A hands-free kit is your ultimate tool for multitasking which in turn allows you to get more done. There are plenty of hands-free kits available on Amazon, any of which will do the same job. Now you can call friends while walking to work, while going to the gym or while picking up milk.

And a Slow Cooker

Slow cookers can be instrumental in helping you spend less time in the kitchen. Prepare food the night before or in the morning, put in the cooker and it will be ready and cooked for you when you come in through the door.

You can find one here: http://www.amazon.com/Crock-Pot-SCR300SS-3-Quart-Manual-Stainless/dp/B003UCG8II/ref=sr_1_8?s=kitchen&ie=UTF8&qid=1462537755&sr=1-8&keywords=slow+cooker

Find a Virtual Assistant

Virtual assistants will do any job for you that can be carried out online and with no specialist experience. That's a ton of different jobs you can out-source and forget about! You can find one at www.smart-pa.com

Email Game

'The Email Game' turns checking your email into a game. The tag line is 'Email Management Made Fun'. Whether that's true or not is debatable but it can certainly save you time and reduce the amount you check your messages: <http://emailga.me/>

The Pomodoro Technique

The Pomodoro Technique is an approach to productivity that breaks your work up into smaller chunks. This is supposed to make us much more productive and avoid distractions. You can find advice on how to use it and a free timer here: <http://pomodorotechnique.com/get-started/>

Tabata Protocol

The tabata protocol is like the Pomodoro technique of exercise. This breaks your training into periods of intense exertion and periods of rest. This allows you to train more efficiently in shorter time and also increases your mitochondria for enhanced energy. Find a tool you can use here: <http://www.tabataprotocol.com/>

IFTTT

IFTTT allows you to set up interactions between many of your online services and accounts – even your hardware! Uploading photos to Facebook manually is a thing of the past. Go to: www.ifttt.com

Become a Digital Nomad

Want to take this to its ultimate conclusion? Then become a digital nomad. Not sure how to go about getting started? Getting a job would be a good place to begin. You can do that here: <http://www.digitalnomadjobs.com/>