

# 5 tiny ways to save tons of time

We get it — you're too busy for complicated time management tactics. So we found 5 super-fast tips that give you more time back in your day — **every day**.



## 1

### Wrestle busywork to the ground

Set daily, weekly and monthly tasks and stick to them: Answer emails and voicemails at noon and 3 p.m. only; send invoices on Thursdays; pay bills on the 15th of the month.

## 2

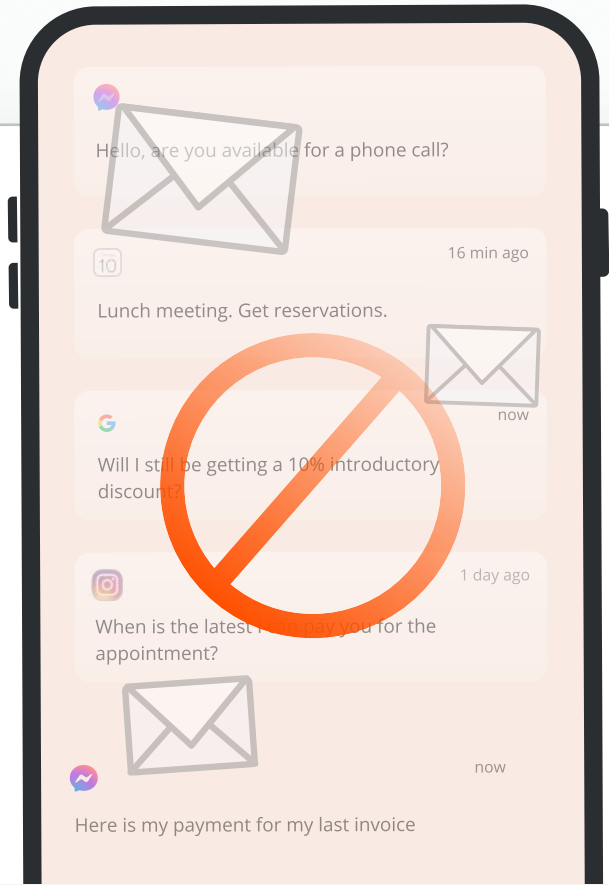
### Do the big task first

What one thing will make the biggest impact on your business? Get crackin' on that first thing in the day and finish it. Don't schedule another meeting to talk about it. **Just get to work.**

## 3

### Show technology who's the boss

Automate busywork with software for scheduling, customer communications, estimates and payments. When the work's done, **unplug for an hour to recharge.**



## 4

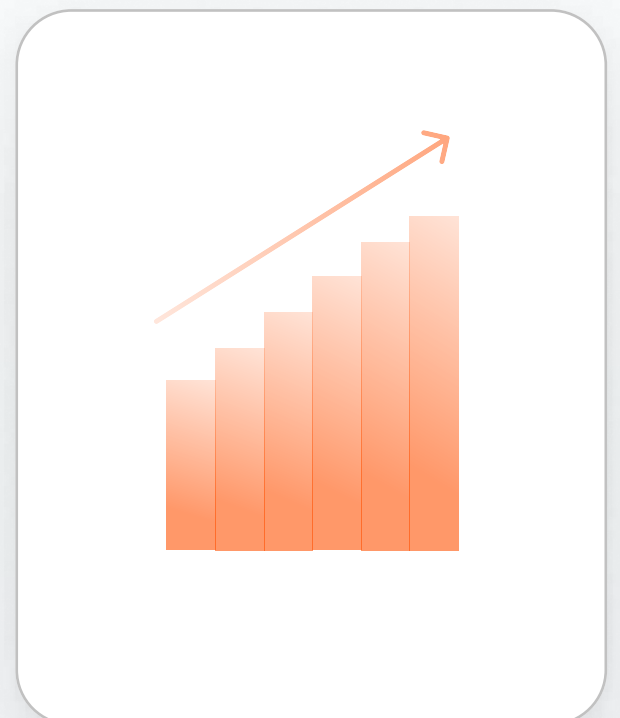
### Make a daily list

At the end of every day, make a list of your to-do's for tomorrow. Every minute spent on planning will save you 10 minutes on execution. **Do this, and you'll get back 2 hours a day.**

## 5

### Create tiny habits that build big results

Here's a little mind trick: Pick a daily activity you already do; add a new habit that takes 30 seconds or less; **celebrate when you're done**. Example: After you get off a call, set your phone on airplane mode for 10 minutes, **give yourself a thumbs up**. (Learn why this works in BJ Fogg's book *Tiny Habits: The Small Things That Change Everything*).



## Are you making the most time out of the time you have?

Thryv's all-in-one communications software can give you hours back every day.

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