

All About Time Mangement

All About Time Management



All About Time Mangement

GIVEAWAY RIGHTS

Congratulations! You now Giveaway rights to this ebook.

You have permission give it away as a free gift.

You do NOT have the rights to edit this book or reprint any portions of it without the author's permission.

This ebook can only be redistributed in its original pdf format.

**To rebrand this ebook with YOUR affiliate links,
[click here now!](#)**

Legal Notice

While all attempts have been made to verify the information provided in this publication, neither the Author nor the Publisher assumes any responsibility for errors, omissions, or contrary interpretation of the subject matter herein. They disclaim any warranties (express or implied), merchantability or fitness for any purpose.

This publication is not intended for use as a source of legal or accounting advice. The Publisher wants to stress that the information contained herein may be subject to varying state and/or local laws or regulations. All users are advised to retain competent counsel to determine what state and/or local laws or regulations may apply to the user's particular business.

The Purchaser or Reader of this publication assumes responsibility for the use of these materials and information. The Author and Publisher do not warrant the performance or effectiveness of any sites stated in this book. All links are for informational and educational purposes only and are not warranted for content, accuracy or any other implied or explicit purpose. Adherence to all applicable laws and regulations, federal, state, and local, governing professional licensing, business practices, advertising, and all other aspects of doing business in the United States or any other jurisdiction is the sole responsibility of the Purchaser or Reader.

The Author and Publisher assume no responsibility or liability whatsoever on the behalf of any Purchaser or Reader of these materials. Any perceived slights of specific people or organizations are unintentional.

Introduction

Do you have a home business? Do you have a hard time managing it? Do you wish to have a home business of your own? If you answered "yes" to any of these questions, then what you need is to know more about handling a home business and time management.

In a world where the prices are seemingly on an eternal flight to the skies, most people nowadays take some rather innovative ways to meet their needs. This is not surprising. Home businesses have long been known to exist to increase family, or personal, earnings. Not just this, but owning one is also a way to make profitable use of one's hobbies.

With the innovation called the "Internet" and the true, tried, and tested slogan "Content is King"--a lot of people have made use of this to develop businesses. Lately, a lot of people have started their own home businesses, which combine the talents of writers, graphic artists, editors, proofreaders and such to produce some good or service for sale.

Many who haven't ever started an online business think that they should just be a past-time. But they have grown to be so much more than that. Online businesses have become a lucrative way of earning extra money in a different environment.

Gone are the days when home businesses were just limited to baking home cooked pastries and sweets--and other home made things, such as the made-to-order knitted sweaters and such. These have become relics. Presently, anybody who owns a computer and has an internet connection and wants to run a business can do so. It's as simple as that.

However, having a home business is not that easy to do; particularly when the business gets more and more customers (or, of course, when it does not). With no bosses around and no strict work place rules to adhere to, home business owners find it hard to separate work, family, and social life.

All About Time Mangement

If you are on the verge of opening a home business or are one of those having a hard time managing your own home business, the next following discussion should be of great help to you.

Just a note from Sunny Suggs:

Hi! Thanks so much for downloading this ebook. What your about to read is very much related to Internet Marketing... and I've included some stuff at the end... that I've learned about Time Management in the Traffic Exchange world.

Most of what I've learned about Time Management has been from [Mike Paetzold](#). He's the King of the Blogs... and if you've been following him on Twitter, you know he's super duper productive.

Okay... so now on to the ebook! =)

How to Balance Work, Your Family, and Your Social Life

Having a home business can be very profitable, as long as you are dedicated enough to do it. After all, in the world of commerce, anything can become a money tree as long as you are diligent with it.

When it comes to having your own home business, you really don't have much of a problem. You are your own boss. You do not have to drive long distances just to go to your office. You do not even have to take a shower and get dressed just to go to work.

All About Time Management

If there is one tiny problem (if you consider it a problem) with having your own home business, however; and it is finding the right balance between work, family, and social life. A lot of people are gifted with knowing how to do this, but unfortunately, a lot more people don't.

The main reason why many individuals have a hard time juggling their work, family and social life is because of one simple reason: they work AT home. It is in a place where family and friends are present.

To give you a clear view on this, just picture this scenario:

You own a membership site that delivers content to subscribers on a weekly basis. You have hundreds of customers and some of them contact you on a regular basis to obtain information. You must also work with freelancers, contractors, and hired employees. Each day, you have the main goals of taking care of your family while at the same time getting some work done or beating the deadline.

To top it all off, at random times, your friends and some of your neighbors drop by to either borrow something or simply chat with you. It's this or you have a party or organization meeting to go to in the afternoon. Anything can disrupt your planned day's activities. So, what can you do?

The answer is simple. You find the delicate balance of caring for your family while at the same time still be able to do work with extra time for socialization. In this way, you will not be neglecting any of your duties to your family, social life and your pockets.

There are a lot of ways in which you can do this. One very good way, and probably the only way, is having good time management skills. It might seem redundant, but it is important to stress that having good time management is equivalent to not just having a balanced day, but also a stress-free one, too.

To begin with, what is Time Management?

When you ask anybody, or any expert, on this, you will get varied answers. But their words all boil to one answer: time allotment of activities in order of their importance. Simple and easy, isn't it?

All About Time Management

So how do you allot time to each of your day's activities according to their importance? Here are some suggested, and proven, ways:

Magnitude

This refers to how big the activity is. For example: making dinner. Do you need to make one that's big enough to feed 10 people? How about working out? Do you need to do all the cardio today?

To get this right, ask yourself, "How long will it take me to do this specific activity?" Is the activity that big that it will take you two hours to do it? Six?

Immediacy

This refers to how much the activity needs your immediate attention. By giving time and consideration to each activity according to how soon they need to be done, you are actually prioritizing them, too.

When it comes to prioritizing an activity or something, it simply means one thing: you have to do the most important thing first. It requires your immediate attention, remember? When something needs to be done ASAP, you need to do it the soonest that you can do it. You can not afford to procrastinate or do something else before it.

Of course, when you are talking about immediacy, you are also talking about something else: Your sense of Responsibility. How responsible are you to do something that is of great importance right away? How responsible are you to get mobilized right away to do something that is imperative?

Another thing that is connected to immediacy is your foresight; your ability to predict an outcome using your common sense. You do not need to have Extra Sensory Perception or ESP to have foresight. All you need is your ability to think ahead.

With foresight, you should ask yourself the simple question, "If I do this later, will there be consequences? If so, what are they?" Through it, you will be able to see just much the activity needs to be done immediately.

All About Time Management

Importance

This is related closely, or even goes hand in hand, with immediacy. When you take into account the importance of an activity you will be able to see clearly which really needs to be done first and which needs to be done last.

To check on Importance, ask yourself, "Do I need to do this activity now or later?" Example: "Do I need to fetch the kids at school first or pay the bills?" Also, ask yourself, "Is there a specific deadline for this?"

When it comes to the last question, take note that it does not just apply to your work. You can also apply it to your housework. For example, your kitchen sink won't drain properly, so what do you do? You have to fix the sink first before somebody else who does not know that it is clogged up uses it.

In relation to this, here's an added tip: do away with the activities that are not necessary. There are a lot of activities that you can consider as not important. For example: if you have been partying hard for the past few days, you do not have to go partying tonight. Instead, you can go party on some other night, like next week.

If in case your day is ultra full and there are some things that still need to be done, never forget extra help. To do this, you should assess if you need to do something personally or not. If not, you can always ask somebody else to do it for you.

To give you an idea on this, here's an example: you have to finish your work by 4 pm, leaving you with no time to pick up the kids at school. What should you do? Should you rush out of the house and allot only 15 minutes to do it?

What you can do is ask your neighbor who is on his way to do the same thing to please give your kids a ride home, too. In this way, you will give yourself ample time to do your work and save yourself from a speeding ticket and avoid a possible accident.

Magnitude, immediacy, and importance: these three are not just suggested ways on how you can allot time for each activity. These three are important considerations that you have to take in order to have good time management.

All About Time Mangement

In time management, you just can't set aside time for a specific activity. You have to think about each activity based on the two considerations mentioned above. They are not mandatory, but really, they are a must if you want to have a well-balanced day.

If you just think about it, there is no such thing as time management. It might seem contradictory, but when you just internalize what has all been said, time management does not exist. You can not manage time. You can not stop or start it.

However, when you do talk about it, what you really are talking about is proper managing of yourself. You think and evaluate all of your activities for the day before doing them. You make sure that everything is done and given their corresponding time, making sure nothing is left out.

When you do all these, you will be able to give everything ample time and the chance to be focused on. You won't leave anything out. You won't spend too much time over something while completely forgetting the other activities. You will be able to balance your work, family and social life.

How to Get Your Projects Done

What is it about work that many people dread doing it? If you really think about it, isn't work what you were after in the first place? Without work, you wouldn't be able to put food on the table regularly. Without work, you would be having a hard time surviving in the fast spiraling world economy.

All About Time Management

There is actually one very special peculiarity or mannerism that people have when it comes to facing work. And this has something to do with getting it completed.

When you have a project to be done, nothing gives you more difficulty than the act and process of doing it.

It takes time, effort and energy to complete something. A lot of people always get stuck in doing an activity or project, particularly when it is something that requires a good deal of the three (time, effort and energy).

As with everything else, there many ways of getting your projects done. Here are some of them:

Slow Approach

To do this, you divide your project into small portions. For each day, you need to do only the task that you have set aside only for that day. Rule of thumb on this is to never do less of the task but as usual, you can always do more. In this situation, the line, "less is more" is never applicable.

For example, your home business involves outsourcing products, such as writing web content for clients and companies. If you have a project involving five chapters to write, give yourself a break. Break it down to 1 chapter per day. Each day, allow yourself to write a chapter and nothing less. If you still have enough time, write the next one.

The beauty of this technique is that you will be able to complete your work for sure without feeling stressed or hassled. Little by little, you inch your way to the finish line. What's more is that with each completion of the assigned work, you will have a sense of accomplishment, too.

What this technique can guarantee you is that you will have very good output. Why? You will have lots of time to do it, making you focus on the project while giving you ample rest time in between, too. Overall, your customers will be very happy about your work and thus can count on them to come back for more.

All About Time Mangement

But then, it doesn't take a genius to see the flaw of this approach. If you are the type who has projects with deadlines that are as deadly as a time bomb, this approach is never for you. This technique takes time. Sure, you'll be getting something done. But you do it inch by inch- slowly but surely.

Another flaw of this approach is that if you want to handle multiple projects at the same time, or want to handle a lot of projects, you'll run into more problems. Since you will be inching your way to the finish line, handling multiple projects at the same time is never a good idea.

You see, when you use this technique while facing multiple projects, what usually happens is that you will lose focus. For example: today you want to do half a chapter on this project and another half chapter on two other projects.

When you lose focus in doing a project, what happens is that you will end up being confused, with work that is jumbled up and an output that is not satisfactory. The overall end result is that you will have a lot of back jobs to do. What's worse is that you are likely to lose more customers than you want to (but then, nobody likes losing customers).

Bulk Approach

If you are the type who is always in a hurry to complete things or can't rest unless you finish a project, then this is the technique that will fit you. When you do this, you simply do a project, concentrate on it and never stop until you have it completed it in record time.

The beauty of this approach is that it will make you focus and concentrate on one particular project or task. Your mind will not be crowded with anything else, just the task at hand. You will be able to take on more projects since you have a short turn around of time.

Just like the slow approach, you will end up with very good output. This of course will lead to customer satisfaction; and hence, you also can count on them to ask for your services again in the future.

Unlike the first approach, you will be able to generate more income, as pointed out above. Since you are able to complete projects in a short time, you will be able to take on new ones as soon as you are done.

All About Time Management

Another good point is that because of the short time required for you to complete a project, your customers will have another reason why they will go back to you. Never forget that customers always like speedy service. Even if they tell you that they are not in a hurry, they will still wish that you would speed things up.

There are two disadvantages of this approach--and one lies on the fact that you will feel a bit stressed out by the end of the day. Just think about it. You are spending all of your time on doing a project with the goal of finishing it within a day or two. Your workload is multiplied by the concept of 'pressure.'

The second disadvantage is that you will be more prone to handing over substandard outputs. This is expected, since you are speeding things up. You are in a hurry to finish the particular project. You won't be able to notice the errors that you are making while in the process of doing the job.

But then, this disadvantage can be avoided. How? You simply backtrack on your work. After you are done with a particular project, review it. Watch out for errors- all kinds of errors. Be vigilant on this one for it is your only saving grace from losing your customers.

To Hire Somebody or to Outsource?

Business owners frequently hire people to do various tasks for them. The reason is that this allows the owner to specialize at what he does best at--namely, managing others and finding clients--and then buying what he needs from others. Otherwise, he would be stuck doing the jobs himself--whether or not he could be doing something more productive.

When people, particularly home business owners, hire somebody else to do something for them, a.k.a outsource, it is not because they are too lazy to do the job themselves. It is not because they like easy money. If these were the reasons, they wouldn't be having a home business in the first place.

The main reason why you, or anybody, end up hiring somebody else is because you need help. The situation is always either of the two:

All About Time Management

1. The task is too great for your to do on your own
2. You already have too many things to do that you simply need help in getting them done on time

It is understandable, unavoidable, and feasible. The major advantage of outsourcing is that you will be able to let others do the work for you and at the same time give you freedom to do whatever you wish.

Aside from the part of spending money, you also have another problem on this approach. The problem arises when after hiring somebody else to do the job and when you see the finished product, you do not like it. It simply is not the one that you want.

There are two things that you will end up feeling like. One way you might feel is that you were cheated of your money. This is a very common feeling by those who are given half-baked output by their hirelings.

The other feeling is frustration. You will feel frustrated, since after all spending time waiting for the output, you see that it (the output) is not that good at all. You feel like you wasted your time. Add to this is the fact that you will be spending time waiting for the work to be redone. It's simply frustrating, isn't it?

As usual, there is a remedy to this. To avoid disappointment, frustration, and the feeling of being cheated, you should always give proper instructions. You should never assume that since this person is an expert on this particular work, he can read your mind and see what and how you want your project done.

When you give instructions, be specific and precise. Never draw curves when you want something straight. Always state your instructions in a manner that is clear and really hits the bull's eye. After giving it, it is always safe to check if the other person understood you or not.

Also, when you give instructions, do it nicely. Never sound condescending. Always be open to suggestions, especially if they are good ones. And of course, after saying it all, never forget the magic words of gratitude. You never know, those words could just be the reason why at the end of the line you will have a nicely done project.

All About Time Mangement

There are many more approaches that you can use to complete a project. But whatever or whichever approach you use, you have to employ organization, scheduling, and accountability. These three do not give you an easy path towards project completion. What they do give you is an assurance that you will get the job done stress free.

Another Note from Sunny Suggs!

Remember I said I learned a lot from [Mike Paetzold](#). He has a fantastic ebook about [Outsourcing](#). Not only is the ebook fantastic, but the affiliate program is, too. The ebook's \$9.97... but the tips you'll find in there are worth much more. When you sign up for the affiliate program, you keep 100% commission. One sale and you have your money back. How cool is that?

Organizing

There are those who are born with the innate ability to organize everything in their life. These people simply can't get on with things if they are not structured. Everything has to be in a system. Everything has to be done in order.

Unfortunately, there are a lot more people who do not have a single cell in their body that shouts "Get organized!" If they do, these people ignore it. But don't you know that every being on this planet is born with a sense of organization? If chaos has order and organization, so do you.

If you are the type who lives an unstructured life and always has a hard time completing work, then it is time for you to get organized. You see, you simply can't accomplish anything without organization.

Why? You'll be jumping from one task to another. The end result is that you won't have focus and concentration. These two are must haves to get your work done. And the key to having them is to get organized.

So how do you get organized? Here are two ways:

1. Daily Planner

All About Time Management

Daily planners are not just for executives, geeks or obsessive compulsives. They are for anybody who wants to have an organized day. They are for people who do not like to leave an activity out. And most of all, they are for people who want to have a time-managed day.

In a daily planner, you will be able to jot down everything that you want and need to be done. Also, in it, you will be able to keep track on what you have done already. It's like a checklist where you simply check off (some cross out) the things that you finished. In this way, you can avoid doing the same thing twice--or missing one thing altogether.

Aside from giving you a helping hand in organizing your things, daily planners make your planning easier to do, too. It's all in there. All you have to do is write down your activities for the day.

There are a lot of styles and designs of daily planners sold in the market. They contain different features which all have a purpose of helping you plan. But there is only one thing that is common: dates.

When you go out and buy a daily planner, buy the one that has big spaces beside its date. In this way, you will be able to freely write down the activities that you have set for the day. Better yet, buy the one that divides a day into hours. For sure, you will have a well-planned day.

2. Good ol' Paper

If you are the type of person who does not wish to spend more money on something that you can easily make on your own, then get a pen and paper. On the paper, make a To Do list. Or if you want, you can make two columns and head one with 'Must Do ASAP' and the other column with 'Can Do Later.'

With the use of the pen and paper, you end up with two advantages. The first is that you will be able to save a great deal of money and time since you won't need to go to a store, take time to pick which planner to buy.

The second advantage is that you will have the freedom to write anything you want. You will have the entire paper on which to write

All About Time Management

your proposed plan of activities. The only thing to do with your paper after writing on it is post it somewhere where you can easily see it. After all, there's no use in hiding it.

The main key to being organized is to be systematic with your actions. Do not jump from one task to another that is so far off from the first one. The only way to be systematic is to categorize your activities.

Going back to the example where your home business is providing content for membership site subscribers: the thing that you should do to get your projects done is to categorize them. Classify your projects according to topic, or according to client, or according to length. Whatever classification you use, make sure that everything is related within it.

The reason why you need to classify or categorize your activities lies on the fact that you will become more at ease with what you are doing. There will be smooth flow from one project to the next. You will not end up jumping from one topic to the next that are both far flung from each other. You will not end up wasting time and not doing much.

When you have a wide range of projects, such as one requiring you to produce content about traveling, another about health, and another about fashion, one way of approaching them is to give them an order according to your writers' abilities.

If most of your writers find writing about health very easy, then have your write-ups on health done first. In this way, you will have plenty of time left to find writers to do the unfamiliar topics. If you want, you can always prioritize the topic that you are not so familiar with. In this way, you will be able to do thorough research about it, thus, end up giving a good output.

The main thought or the main point towards having organization in your day's activities and work is that you should be able to do a lot in a short span of time. With organization, you will be able to save yourself from the constant 'stop and start' phase since every task is flowing naturally one after the other.

All About Time Mangement

Another Note from Sunny Suggs!

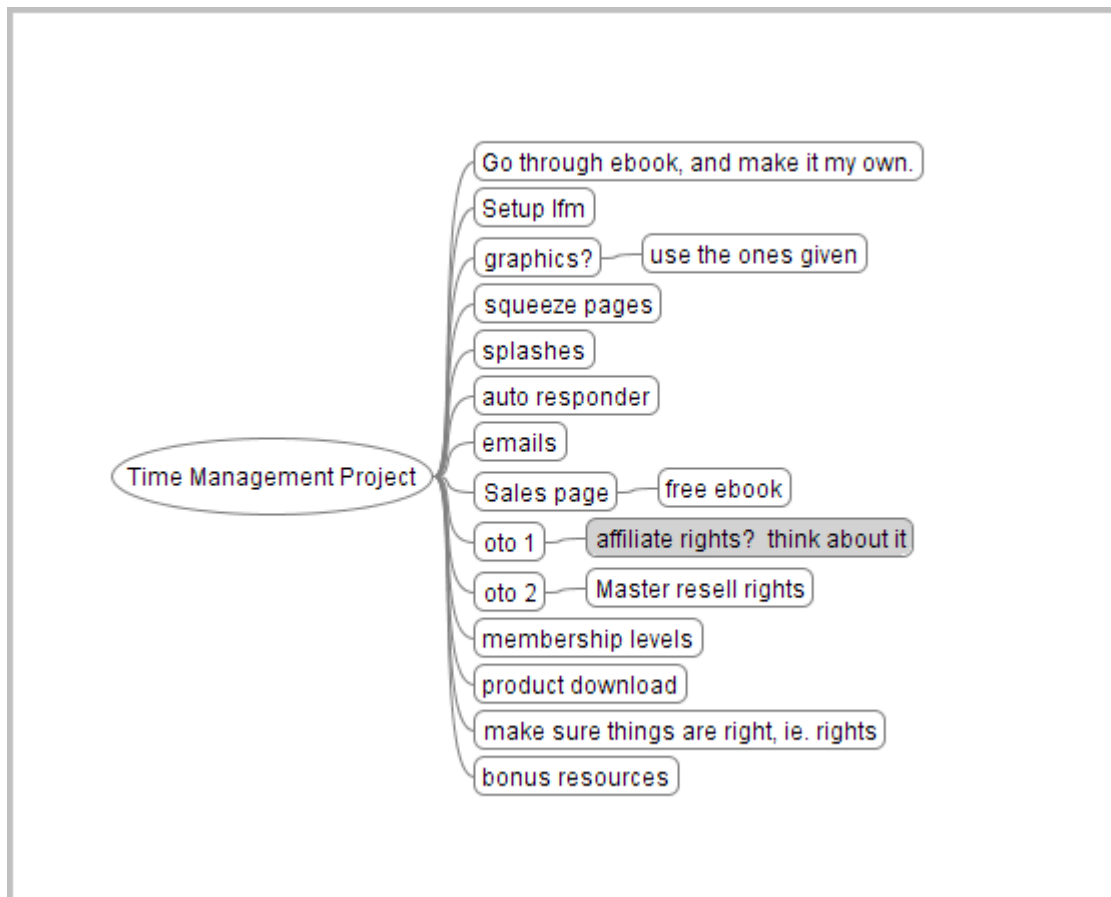
Oh gosh... it amazes me that they didn't include this.

Mindmaps. Ever heard of 'em? Well, guess who... [Mike Paetzold](#) taught me about those, too.

[You can get it free here.](#)

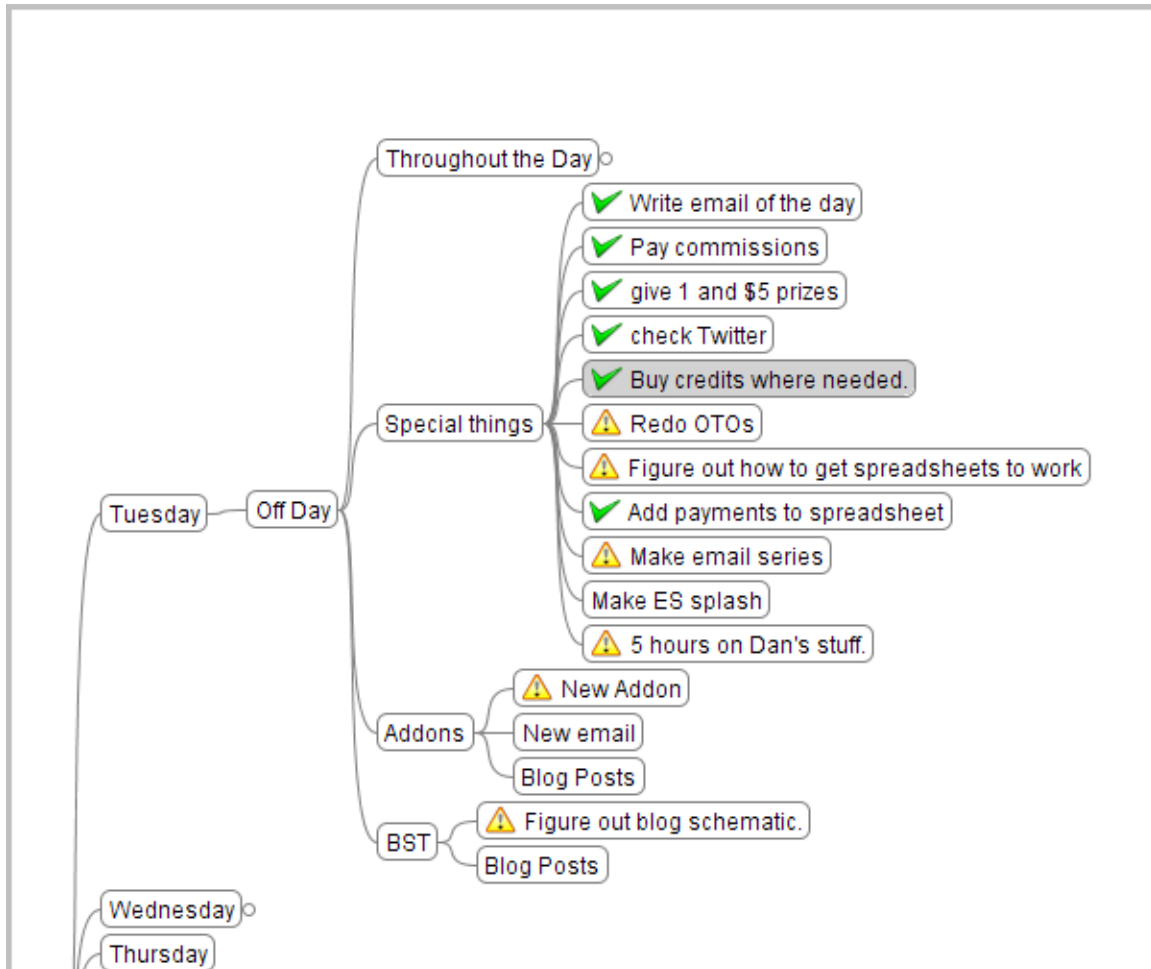
What is it? Only the ADD sufferer's dream come true. I can't get ANYthing done unless I write it down, and not only do I get to write a list, it's cool lookin, AND I get to add little icons to it! I know I know... but it still works.

Here's the mindmap of my Time Management Project so far...



That's just a first draft, of course... as I think of more things, I can add to it, or take from it, or whatever. It really really keeps me on track.

All About Time Mangement



Here's how it's looked in weeks past... when I'm organizing a whole week.

Give it a try... [Mindmaps!](#)

Scheduling

When you are organized, it is kind of expected that you have a schedule to follow. It is not imperative or mandatory that when you organize something, you have to have a schedule. Really, you don't.

But in order for you to become more structured and really get your work done, set yourself a schedule. With it, you will be able to have a

All About Time Management

time table of the things that you are supposed to be doing. To be able to have a proper schedule, take into consideration the ways to balance your work, family and social life as mentioned above.

When you make a schedule of your day's activities or your work, make sure that you take everything into consideration, leaving nothing out. For example, consider a case where you are actually creating web content as your home business. In order to get your work done, do something like setting specific time for each topic that you write depending on how easy or difficult it is.

Of course, when you have a schedule, you have to respect it enough to follow it. No schedule in the world will result to work being done if you do not keep track of your activities according to your time table.

Making a time table or time frame is not a quick or easy thing to do. You need to think on whether or not it is achievable. With each entry, you need to ask yourself if it fits and if it is right. In short, making a schedule requires a bit of time and thinking in itself.

Just to make sure that you get a clear idea on scheduling, here is a very simple schedule that anyone could come up with:

Time Activity

6:00 am	Wake up and make breakfast
7:00 am	Send the kids to school
7:30 am	Get the groceries
8:30 am	Go back to the house
9:30 am	Work on first set of articles
12:00 nn	Stop work and eat quick lunch
12:00- 2:30 pm	Work again

Accountability

A lot of people don't have an idea or clue what the word 'accountability' means. There are many ways in which this word is defined, but they all mean the same thing: responsibility.

To stress the point of accountability, think about this: some companies SUE their employees because they don't do their job as described. If

All About Time Mangement

you haven't heard of this, then you probably know that the usual reason why most people are fired from work--because they neglected their duties.

As you are well aware of, when in a job, once you are accepted to the position in which you applied for, you instantly are tied to the duties or workload it entails. You applied for it. Hence, it is understood that you are more than willing to do the work.

You might think that in having a home business, it is a bit more different. But then, it really is not that far off. Having a home business is still work. Sure, you might call it a sideline or part time or moonlighting even. But since you are doing something in exchange for money, it automatically entails accountability to 'do the something.'

So, in order to have your work done, you have to bear in mind that you are accountable for it. That it is your work and duty to complete it. That you are having a home business so that other people could give you money for doing the service that you are 'selling,' which is now your sole responsibility.

Most times, people just seem to forget this simple fact. They often forget it when their determination and interest in the job runs out. This is why a lot of projects go unfinished.

When you start on a new project, you should put into mind that you have to finish it. The work is given to you instead of to others: you accepted it and now and you have to finish it. Keep this fact in mind.

In order to make sure that you really get something done, you simply have to have the other two that were mentioned: organization and scheduling. These two, as you can see by now, preferably should go hand in hand. They support each other. Without one, you wouldn't have the other and thus, have a difficult time getting the work done.

So just think about it. There are a lot of other people to whom that job could have been given to, but you were picked out from the crowd. Customers hand picked you to do the job. They didn't let some machine to choose you. They personally chose you since they believe you can do it best. Isn't that reason enough to finish the job?

All About Time Mangement

Sometimes, you do not finish, or it takes a long time for you finish the work, because you forget about it or you simply are too busy to finish it. Again, never forget that no matter how busy you are, you still are accountable for its completion.

Your accountability doesn't just start and end with getting the job done. Another thing that you are responsible for is the quality of the output. You just can't start and finish a project without checking if it is good or not. You have to make sure that it is good enough to meet the client's satisfaction.

You have to be fair in your dealings. Always remember that your client did not just pick up his money from trees and throw it anywhere that he pleases to. He worked hard for that, too. Be responsible enough to consider this and complete a project that is worth every penny that the client is paying you.

It is also your responsibility to let the customer know how the work is going--how his project is going and what are the developments or problems. It is your responsibility to keep him updated with what is now happening to his project.

You might think that you do not need to do the updates. After all, he hired you. It simply means that he trusts you enough to complete the job. But you of all people know how it is like to ask somebody do something for you and you are kept in the dark the whole time. It isn't ever a pleasant feeling, is it?

What Should You Focus on?

So now, you already are equipped with enough knowledge on how to 'manage' your time and how to get your work done. You already know how to balance and divide your time between your home business, your family and your social life. And most of all, you are beginning to see how to manage your work stress-free.

All About Time Management

Now, you are ready to advance your home business. After all, there's no use in staying stuck to the same amount of work when you already are armed and ready for bigger undertakings, right? So shift your attention to something else. Set your attention to getting customers. Keep your old clientèle and get new ones.

When you decide to get new customers, you should also be mentally and physically ready for them. Mentally, in that you should have the proper mind set. Having a bigger number of customers can be overwhelming especially in the early part. You have to get used to the idea that now, you are dealing with not just two or three clients.

Not just with this, but you also need to prepare mentally for dealing with the added workload. Really, work can be mentally draining. In fact, it is a potential source of stress. You really have to be prepared for this. Otherwise, you will suffer a burnout really soon and have a business that is due for a spiral dive to earth.

You also need to prepare yourself physically, in that your body should be fit and healthy enough to take the added (extra) workload. Work is work. Think of all the new projects that you will be getting. These all require you to face and deal with them one at a time. They need to be finished. You have no other choice but to do them.

Since you are going to expand your home business and are aiming to get new customers, you should focus on giving out better or new services. One way of doing this is to continue your home business while at the same time specializing in something.

This tactic always works. Have you ever noticed the words "new and improved" written on a certain product? This tactic is just like that.

You see, sometimes, a business gets kind of 'stale.' The customers get used to it. Some of them wish that your business will keep on being what it presently is while some wish that you offer something else. When you continue your home business while offering a new and special service, you are catering to both wishes.

Through this tactic, you will be able to call in your old clients. If they have been with you for some time now, they will like the change. Why? Since you are continuing the old services, the old clients will not

All About Time Management

be left in the cold. They have something that they are familiar with. It is something that they trust, have grown accustomed, and can turn to.

When you specialize on something, there will be equally more clientele for you. This is because they now know that you are especially good at this particular work and not like a "jack of all trades, but master of none." By having this kind of home business, you are giving your customers more options, too.

Another reason why you will gain new clientele lies on the fact that these people now find something in your home business that they could not find before. If you did offer the new service, the customers obviously did not know about it. But if they did, they just thought that you are not that good, since it is in very fine print.

To be able to know what new and special 'products' or 'services' your business is going to have, focus on what is it that you are good at. You as the business owner should decide upon this and not anybody else.

For example, are you good at graphic design and have a home business that makes banners and logos and also does sells reports and ebooks? By all means, you as the owner should focus either exclusively on management tasks or on management and graphic design (if that happens to be what defines your business).

What should you do with the article writing? Hire somebody else to do it. Through outsourcing, you will be able to save yourself from doing something that you are not good at and thus, escape wasting time and having migraine. In this way, you are letting people (yourself included) do what they like most and thus, get better output.

When you outsource, you should be prepared to pay somebody else. You should face the fact that when the money comes rolling in, there will be somebody else to share it with you. You should accept the fact that you won't be getting the entire chunk of money, but now, only a somewhat big piece of it. Furthermore, you should accept that outsourcing these tasks actually enables you to make more money-- not less.

Most of the time, even though you accept this fact, you still gamble over it. What you are tempted to do is pay that person at a minimum

All About Time Mangement

or worse--way below the market wage. This is a common practice among business owners who outsource.

The big danger in this act is that the person whom you are hiring will most likely be dissatisfied. He knows how much his work is worth and yet he is paid little. So what is he to do? He searches for another employer. One who will pay him fair and square.

In this situation, you probably wouldn't care if that person is not that good of an employee. But what if he is that good? Would you like it if he suddenly resigns? Would you like to go through the process of looking for a new employee, one who is as good as the previous? Probably not.

This situation is further burdened by the fact that you might also end up losing money. Since you will end up having more work to do since there is nobody to share it with, you have a lot to consider. You end with a lot of projects, deadlines coming up, and what else that you end up doing haphazard work. The end result?--Dissatisfied customers.

So, don't be greedy over the money. Remember, because of that other person's abilities and capabilities, you have customers. It no longer is a one man-show. So, when you pay that person, make sure that you are paying him an amount that is due to his services.

To help you make sure that you are fair with your employee, you can always do an agreement of sorts. Say your price, and if he does not agree to it, let him name his. If the difference is too great, compromise. Through this, there will be satisfaction from both ends. And bear in mind that it is always good to be thankful and gracious.

How to Handle Multiple Projects

When you are on the stage where you have a lot of customers, it is good to prepare yourself for multiple projects coming in. This is what you want, so don't complain. Bear in mind that the more projects that you have, the more earnings that you will get.

All About Time Management

The danger of having multiple projects is that you tend to get overwhelmed by the bulk of the work. Particularly in the early part, you tend to just freeze, not knowing what to do.

So how do you handle multiple projects? Here are two very good ways in handling them:

1. Accept projects one at a time- give yourself and your hired human resources a break. Do not just accept and accept the projects. The tendency is that you will end up with more projects than you and your workforce can handle that you will end up with half-baked output.

When you have projects that are more than you can handle, there is always a big possibility that you will not be able to beat the deadline. You have a lot of things to do that you never notice that the deadline of one, or two, or many of your accepted projects are fast nearing.

When this situation happens, you either resort to one of two things. One is that you will haggle with the client, telling him that in order for you to come up with a good output, you need more time (or money). The second is that you will stall the client with reasons only you know. Whichever you do, the client will surely complain.

But then, you have to face some harsh realities of the world. There are some customers who simply can not wait. The slightest delay is enough to make them be dissatisfied with your service. Most likely, with this type of customers, you will end up losing them--if not right in that moment, it will be later on when you give the output.

If you accept a lot of projects and notice that you have deadlines that are too close for comfort, what do you do? You speed things up. By doing so, you end up giving substandard work.

When you and your personnel give out less than satisfactory outputs, you can expect that your new, and even old, customers will be complaining about it and not hire you for your services again. Instead of adding new members into your stable set of customers, you will end up losing them.

All About Time Management

Always, remember that in business, satisfaction of the customers comes first and foremost. Without it, your business will go down as fast as a falling rock.

So with this, accept projects one at a time. If you want, handle only what you can handle. Accept them by batches, if you want. Whatever you do, make sure that you can do it and that you give the unaccepted projects a choice of either to wait for some time or go to another company. And please, do so gently.

2. Space the deadline- when you are running a business, you have to be mindful on making your customers come back for more while at the same time keeping track of your competition. Never forget your competition.

So with this, when you have more than enough projects at hand and there are still more that are coming in, ask your clients if they have any specific deadlines in mind. If they have and your schedule permits it, then accept it. But if their deadline is too soon, then name your own deadline. Make sure that it is reasonable and not too late.

In this act, you are haggling with your customers for the deadline. You know that they want you for your services, but at the same time can go to another if they find that you are not able to meet their demands. Face it. Customers can be a bit self-centered at times.

There are no rules in spacing out the deadlines. All you have to do is make sure that you can complete the projects within that specific time and keep your clients happy. Also, make sure that when you name a deadline, you and the client agree upon it and are both happy with it. Otherwise, the whole arrangement is useless.

So whichever of the two ways of handling large amounts of projects, make sure that you will end up with this: Guarantee Customer Satisfaction.

How to Take Focused Action

All About Time Mangement

Once you get your hands on the projects, the only thing left to do is start working. As with anything that requires effort and time, getting started is always the hardest thing to do.

Starting something that you find overwhelming or just do not feel like doing at the moment is never the sweetest task to do in the world. You always find excuse upon excuse just to put off doing the work. It doesn't even matter what excuse you come up with as long as it is an excuse- one that prevents you from doing any work.

So when you see the piled up projects, you are likely to either get challenged or lose interest. If you get challenged by the sight of the projects, good for you; you can always use it as a source of inspiration to start, and keep on, working. All you need to do is picture out the image of you finishing the projects, and that's it.

But if you get disinterested, then you have to take certain measures. Do not worry over getting disinterested. It is normal. After all, nothing can cause interest to evaporate faster than the sight of the piled up work. This will momentarily discourage you since you will end up believing that getting all of them done is next to impossible.

The key to get started on any project is to take focused action. A lot of people do this by doing or having some motivation of sorts. What they usually resort to is imagining of the money that they will receive upon completion of the project. Envisioning the cash waiting at the end of the line is almost always reason enough to get started.

But then of course, everybody is different. If this does not work for you, you can always try something else. One of the 'something else' ways is to do a small portion of the project. Don't force yourself to do the entire thing; just do a tiny part. With this, you are giving yourself the 'feel' of the job at hand.

Another way to take focused action is to reward yourself. For example: make a silent promise that you will allow yourself a slice of the blueberry cheesecake in your fridge after writing a whole page. But then, if you are on a weight loss plan, you can always substitute blueberry cheesecake for something else such as a carrot stick.

All About Time Mangement

Still another way to get the ball rolling is to look at your day's plan of activities. See how much time you have allotted for completing or doing your projects. Just the sight of how much time you set for your work equating to the projects that you have that need to be done is enough to really make you start working.

Another tried and tested way to make you set off for your working area like Speed Racer to a race is by checking the deadlines. When you see just how near the deadlines are, for sure, you will get enough motivation and energy to start working on the projects.

Once you get working, you'll find that you will never want to stop until you are done. Work can be addictive. The problem all lies on how to start it. And once you do, you will never have to worry about whether the next bout of inspiration to do work will hit you or not, and when will it hit you again.

Do not hold worries about whether or not you will be focused on your job at hand. As has been said, work is addictive. Most of the time, you will be into it one hundred and one percent.

What you should worry about is that you might get too focused on the job that you won't notice anything else. It is a common occurrence. This usually leads to chaos or mix-ups such as in the case when you realize that you forgot to do certain chores, such as fetch the kids from school. Perhaps you were too immersed at work to notice.

Why Procrastinate?

Every now and then, you find yourself too lazy to do work. In fact, you wouldn't even move an inch if required. You work all week-nonstop. You go to bed, sleep and wake up not feeling that you have the energy to do anything. What's worse is that you do not even want to get out of bed. And if ever you do, you do not like to go near your projects.

This is expected. After all, you are human and humans have their 'burned out' times. This is normal. What is not normal is when you have been working 16 hours a day and seven days a week for a long time and you still are not tired.

All About Time Mangement

A lot of people solve this 'lazy syndrome' with a vacation from work. Some take the time off from the job and do something that has not been done for a long time. They do things such as partying, or going shopping. Some people even do something better such as going to other places and living every letter of the word 'vacationing.'

The danger with doing things that are not related with work is that there is a possibility of you not going back to work again. There is always the threat that you will never go back to work. This because you get easily used to not doing anything that going back has become a dreaded task.

As you can expect, there is a major consequence to you not going back to work. There will be tons of projects not done, or not finished. What's more is that you will leave a lot of customers dissatisfied, angry and demanding your attention. The worst thing that could happen is that your home business will lose its good reputation.

To solve the problem of the lazy syndrome while at the same time be safe and sure that you really will go back working is to do some minor procrastinating. Procrastination is not a bad thing. It is a relaxing way of gathering enough energy to face work again.

Most people view procrastination as a way of excusing one's self from doing something very important. But it is not. It is not like a person is refusing to do the job. It is more like the person wants to do the job, but just not at the moment when he is supposed to.

When you procrastinate, do something that is still related with your work. One way to do it is to clear out some old files in your hard drive. When you do this, you will be able to see your past work, too. Once you are done with it, you will realize just how far you've come and thus have new inspiration to start working again.

Better yet, if you do not have any files to delete, you can always clean your laptop's desktop. If not, you can always clean and rearrange your things in your office. If you really are up for it, you can even clean the entire house.

There are a lot more ways that you can do instead of your work- for the moment. Whatever the 'excuse' that you decide on, make sure

All About Time Mangement

that it is done near your work area or where your work can be seen in plain view.

Through these ways, you will end up doing something while not doing your work. It will give you a sense of accomplishment once you are done. The role of procrastinating in your work is to fill in the gaps when you do not feel like doing anything that's work-related.

Remember, when you procrastinate, you should "feel" like you are doing your work when you actually are not. It should be an act that will not draw you away from your work. It should be one that will make you feel like you are doing work, and hence, give you the energy to continue with your projects.

Conclusion

Throughout the discussion, you should see that having a home business is not a job that should be taken for granted. It requires time. It requires discipline. It requires you to put into practice all the work ethic that you have learned in the real work place.

Having a business at home may be a bit easier and lax on the part where you do not have difficult colleagues and bosses to deal with. Additionally, in a home business, you do not have strict work times and dress codes, and no more driving to and from the job.

However, what you do need is careful management of your time and yourself. There's nobody else to tell you what to do and to watch your ever move. You are on your own. If you do not watch yourself, your home business will most certainly flop. For sure, this is the farthest thing that you want to happen to your endeavor.

Another Note from Sunny Suggs!

Okay... so this doesn't apply to you? You're an affiliate marketer, or you're trying to build a downline in Traffic Exchanges?

It **does** apply to you.

All About Time Mangement

(Here comes the name again...) Mike Paetzold says... "If your surfing isn't making you money... stop surfing until you have something that WILL make you money!"

When I was making All About Add-ons, I knew that I was "supposed to be surfing", since I didn't have money for credits, but I also knew I needed to work on this project. My first big project ever. It took every fiber of my being to let the surfing go, to work on my project.

What kind of project can you do? Build a list. All the Big Guys say this is the best way to make money. I'm not going to go into all the details here, I'm just going to direct you to Soren Jordansen's ebook (which is free) at IM Success Formula. [Here's an absolutely free copy](#), no strings, no nothin'. Or, you can join [IM Success Formula](#) here!

Soren's ebook is the best laid out plan I've ever seen. He has an affiliate program for his site, as well... you can join his site from the ebook.

Another awesome List Building ebook is Robert Puddy's My Free Resources. The affiliate program with this one is like Mike Paetzold's... if you buy the \$7 ebook, you just sell one copy, for 100% commission, and make your money back. [This is where you can get Robert's ebook!](#)

So... those are some ideas to get you started in the Making Money world of TEs...

But what about advertising?

After you get your plan together, and implement it, you can start surfing. Yes. Now we get to Time Management in the Traffic Exchanges. Your efforts will be well spent with a system in place.

[Tony Tezak](#), surfer extraordinaire, teaches about surfing schedules.

To be effective in your advertising, you should have your sites running 24/7 in the exchanges that work for you. Are you supposed to surf 24/7? Of course not. But there are some Traffic Exchanges that get hits to your sites faster than others.

All About Time Mangement

Tony breaks his surfing into groups (which is easy to access with Firefox), and with this system, you can build up credits surfing a couple of hours a day.

Tony's schedule varies, of course... but this is what he uses, according to his blog.

My first group of five traffic exchanges is the most important. Why? I earn a 10% surfing bonus for surfing the exchanges as a group.....Super Surfer! They are the top notch traffic exchanges. I have met each of these owners and they are most responsive to me and deliver great traffic. I do surf this group of exchanges every day.

[Advertising KnowHow](#), [DragonSurf](#), [ILoveHits](#),
[StartXchange](#), [TrafficSplash](#)

Group 2

[BootScootinTraffic](#), [Hit2Hit](#), [HitSafari](#), [TrafficBunnies](#),
[Traffic Roundup](#)

I try to surf this group of traffic exchanges each day.

Group 3

[BlueSurf](#), [FastEasyTraffic](#), [PromoLotto](#), [SWATTraffic](#),
[TrafficDynamite](#)

I surf this group 2 or 3 times per week.

Group 4

[GladiatorHits](#), [MaxTrafficPro](#), [RoyalSurf](#),
[TrafficWonderland](#), [Soaring4Traffic](#)

I try to surf this group at least twice a week.

All About Time Mangement

Use Tony's schedule, or make one of your own. But find something and stick to it!

I had the opportunity to meet Tony and Mike when I went to a conference in Washington D.C. They are absolutely wonderful guys, and they're making money online! That's who I wanna listen to... the ones that are actually DOING it!

I work a full time job OFFline... in addition to my online business. My goal is to be online full time by May 23, 2009. I've dedicated myself to being willing to do whatever it takes to reach that goal.

Some days I work from 9 to 5, some I work from 1:30 to 9:30. Just depends on the day. This is offline, I mean. I'm not very good at waking up on those early days, so all I have time to do before work is answer my emails. But I do get up early enough to make sure that's done. When I get home from the early days, I know I have enough time to work on my projects for 3 or 4 hours, before I go to bed.

On the later shift, I can get up around 10, and do some work before I go in. Then, I work for 3 or 4 hours after I get home. Okay, sometimes sleep suffers, but I have a goal to meet!

I don't recommend anyone do it this way. I've worked crazy hours all my life, however, and I'm used to it. Kinda.

I do recommend making a schedule, and sticking to it. Wake up early, surf an hour in the morning. You already have your groups made, so you know where you're going to surf. When you get home, surf another hour or 2. Whatever it is, stick with it!

Another awesome schedule I found is at [Daily Niche Idea](#), by Cindy Battye. She lays out, step by step how to build a business with niche sites. [Jon Olson](#) says it's a no brainer! The perfect way to get started in your own business!

Want to find out about how other successful people practice time management? Get Time Management with the Stars here!

All About Time Mangement

I do hope you found this information helpful... please let me know if you have any questions or concerns!

You can email me at sunny@allaboutmytime.com



Sunny Suggs! Yay!

<http://www.bootscootintraffic.com>

<http://www.allaboutaddons.com>

<http://www.allaboutmytime.com>

<http://www.sunnysuggs.com>

All About Time Mangement

Resources - People

All About Time Mangement

Mike Paetzold - [Easily Outsource](#)
[Wordpress Made Easy](#)
[3 Turtle Marketing](#)

Tony Tezak - [Tony's Blog](#)

Soren Jordansen - [IM Success Formula](#)
[Dragon Surf](#)
[Tweet My Blog](#)
[Floating Action Button](#)

Cindy Battye - [Daily Niche Idea](#)
[TrafficBunnies](#)

Jon Olson - [ThePizzaPlan! <---New!](#)
[SWATTraffic](#)
[Affiliate Funnel](#)
[HitExchangeNews](#)
[ILoveHits](#)

Resources - Stuff

Mindmaps - [Mindmaps!](#)

Easily Outsource - [Easily Outsource](#)

The All About Time Management [Resources Ebook!](#)