

10 Time Saving Solutions Courtesy of Claire's Errand Professionals

1. DON'T BE AFRAID TO DELEGATE!
2. GAS UP AT NIGHT, SO YOU'RE READY TO ROLL IN THE MORNING
3. INVEST IN TECHNOLOGY
4. PICK OUT WHAT YOU'RE WEARING FOR THE NEXT DAY BEFORE YOU GO TO BED
5. KEEP YOUR BRIEF CASE BY THE DOOR
6. WEAR A WATCH WITH AN ALARM AND USE IT
7. DON'T ACCUMULATE:
 - a. GO THROUGH MAIL DAILY
 - b. EMPTY EMAILS EACH NIGHT
 - c. FILL DISHWASHER AS SOON AS DONE EATING ETC...
8. KEEP ONE DATE BOOK, HAVE IT BE A PRACTICAL SIZE AND TAKE IT WITH YOU
9. COOK DOUBLE THE RECIPES AND FREEZE EXTRA FOR QUICK MEALS
10. MAKE A DAILY GOALS LIST- NO LONGER THAN 8 ITEMS - ONE PER HOUR

STILL NOT ENOUGH TIME TO GET IT ALL DONE?

CALL CLAIRE'S ERRAND PROFESSIONALS AT (413) 563-3499 OR VISIT OUR WEBSITE AT WWW.ERRANDSPECIALIST.COM!