5 Quick Wins to Save 5+ Hours This Week

By

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You don't need more hours - you need a better system.
Here are **5 simple actions** you can take THIS week to
reclaim your time and boost productivity.

1. Do a Task Audit (30 mins) 📋

- Write down everything you do for 3 days. Or use a digital time tracker. My fave is Toggl - and it's free!

- Highlight only the tasks that directly grow your business. Also make a note of energy drainers and energy boosters.

- Delegate, automate, or delete everything that doesn't directly grow your business.

Also pay attention to how long things are really taking. You'll be surprised at some of the tasks!

💡 **Result:** You'll see exactly where your time is wasted.

2. Batch Similar Tasks 📋

- Reply to emails **twice a day**, not every 5 mins. Turn off notifications and set time aside for emails.

- Schedule meetings on just **2 set days** each week. This stops the meetings breaking up your day too much and allows more flow.

- Create content in **one block**, not randomly. Try to stay a week ahead, rather than write a post each day.

💡 **Result:** Reduces constant context-switching and frees up mental space.

3. Set "CEO Hours" ⏰

- Block **1 hour daily** for strategy and growth work. If you can't do daily, block 2 hours weekly to start and increase this if you can.

- No admin. No emails. No distractions.

- Ask yourself: "What's the ONE thing I can do today to grow my business?"

💡 **Result:** You focus on high-ROI work instead of busywork.

4. Automate 1 Recurring Task

- Use tools like Zapier, Calendly, or auto-invoice templates. IFTTT is also great for automating little things.

- Save hours on tasks you repeat every week. The results from your task audit will help you to determine what you can automate.

💡 **Result:** You free up time without hiring anyone.

5. Kill 1 Low-ROI Task This Week ❌

- Look at your current to-do list and ask:
  → "Does this generate money?"
  → "Does this grow my business?"

If not... get rid of it. Simples!

💡 **Result:** You stop wasting time on vanity tasks that don't matter.

What's *Next?*

Want a personalised plan to reclaim 10+ hours a week AND scale your business faster?

💡 **Book a Strategy Day** with me, and I'll build you a system that actually works.

👉 **Book Your Free Discovery Call Now**

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