

# TOP TIPS FINDING MORE TIME!



Read this for:  
*5 points!*

- Get organized – don't let things get out of control!
- Start small and then keep going - have fair expectations of yourself.
- Get the hard stuff over and done with when you are freshest
- Manage distractions - find out what distracts you and manage it.
- Use a timer and race yourself! It makes me go faster!
- Look for energy sappers - sometimes sadness and anger does this.
- Find clever ways of doing things - I plait my hair to reduce brushing time!
- Decide - does it really need to be perfect? Perfect takes longer.
- Do more than one thing at a time, but only when it makes sense.
- Learn skills to help you do things faster.
- Take pauses, rest well, exercise and take care of your thinking

