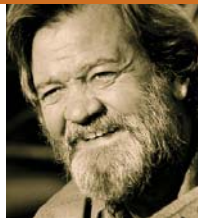




Top 10 time savers

- 1.** Shop in bulk, not just for groceries but for children's birthday cards and gifts, toys, books, pharmacy items, gift wrap, stamps and anything else that runs out over time.
- 2.** Shop online for items you won't likely need to return, such as books and CDs.
- 3.** Order your groceries online and have them delivered.
- 4.** Cook large quantities of meals that can be frozen, then thaw and reheat at the end of a busy day.
- 5.** Buy a cordless phone with a headset so you can return calls while you cook, fold laundry or put away toys.
- 6.** Take advice from the old saying about how "the work you have to do expands to fill the time you have," and assign limited amounts of time to tasks – when the time is up, move on.
- 7.** When you find an item of clothing you like, buy several in different colours.
- 8.** Be a paragon of organization. When everything is always where it belongs, you cut down dramatically on the time you spend searching for shoes, socks, recipes, takeout menus and everything else in your house.
- 9.** Use technology. If you have to convey the same message to a dozen people, such as a birthday invitation, send out a single e-mail rather than making 12 phone calls.
- 10.** Buy, and use, a slow cooker. Throw all the ingredients in before you go to work in the morning, and come home to a prepared meal.





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