

How to Find the Extra HOUR You've Been Looking For

You're busy. As if we have to tell you, right? We know it, we get it and we want to help. Check out these common time-wasting problems and potential solutions to help you find that extra hour in your day.



01 PLAN

PLANNING FEELS LIKE IT TAKES MORE TIME THAN ACTUALLY DOING.

Planning each day takes time. And it wastes time when one day's plans aren't accomplished. Save some time by planning for the entire week instead of each individual day.

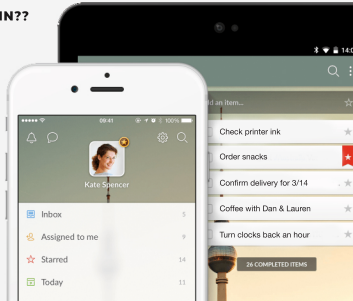
20 mins saved



02 PRIORITIZE

YOU HAVE TOO MANY THINGS TO DO – WHERE TO BEGIN??

It's easy to freeze at the sight of overwhelming tasks. It's just as easy to figure out which is most important, which is second most important and so on and then simply start at the top. Consider using a task management system such as Wunderlist.



15 mins saved



03 DELEGATE



UNPLANNED TASKS POP UP, KEEPING YOU FROM FINISHING PLANNED TASKS.

Ask someone else to give you a hand with either the unexpected task or the planned one. Just ask them in a way to let them know they're helping you. Here's a secret – people like to help other people.

45 mins saved



04 WFH

SITTING IN TRAFFIC IS NOT ONLY FRUSTRATING, IT'S TIME CONSUMING, AKA TIME WASTING.

Try working from home one or two days a week. Keep track of how your time is spent and show your boss the ROI.



1 hour saved

05 TRUST

SEARCHING FOR DEALS EATS AWAY TIME.

Staples offers competitive pricing and easy ordering, saving both time and money. And since time is money, it's like we're saving money and money.



1 hour saved



Get more time-saving tips at our Resource Center:

[Staples.com/Resources](https://www.staples.com/Resources)