



SPEAKING | TRAINING | COACHING

# GET AN HOUR BACK EVERY WEEK!

---

With a few simple steps, you can get an hour or more back every week.

What will you do with YOUR hour?!

## GET AN HOUR BACK EVERY WEEK!

Who wouldn't love one more hour each week?

Get an hour back every week simply by doing these 5 things: find a home for your keys, wallet, bag, cellphone, and snail-mail.

And if you're thinking, that's too easy or not sexy enough, DO NOT underestimate the time you are about to save from these simple tasks.

Here's what you need to know: The average person will waste ONE YEAR of their life looking for lost or misplaced items.

So completing this activity is the perfect way to guarantee you WON'T be average.

Of course, no one will spend an entire year looking for a lost wallet or key or phone--this is what I call nickel and diming yourself out of a year of your life.

But you will waste 5 minutes here and 10 minutes there. And then you'll tell yourself one of your biggest [200 lies] of that day—that you'll make up the lost time later.

And here's the sad fact. You can't make up lost time. Once it's gone, it's gone forever.

So, over the course of a week, you will likely spend 12-15 minutes looking for each of these things:

YOUR KEYS  
YOUR WALLET  
YOUR PURSE OR OTHER BAG  
YOUR MOBILE PHONE

And you will spend another 12 minutes when it comes to paying bills and dealing with the mail.

So, if you're ready to recapture an hour or more a week, let's get started.

# START HERE

## 1) FIND A HOME FOR YOUR KEYS

I suggest the home be near the entrance/exit to your home. Mine live in an antique rice bowl I got on a trip to India. This is it:



**NET TIME SAVINGS = 12-15 MINUTES A WEEK**

## 2) FIND A HOME FOR YOUR WALLET

Mine lives with my keys in the same rice bowl. When I come home, the first thing I do is empty my pockets into the rice bowl.

People who carry their wallet and keys in their pockets can also do this.

If you are someone who carries a purse or other bag with these items when you're away from home should establish a specific pocket or location INSIDE the bag. Do not just drop them into the bottom of the main section. Find a pocket or partition inside the bag and that will become the home for your wallet and your keys. The ONLY THINGS that will be stored in that section are your keys and wallet.



**NET TIME SAVINGS = 12-15 MINUTES A WEEK**

### **3) FIND A HOME FOR YOUR BAG**

The home for your bag is not just where you drop it when you walk in the door. You need to establish a specific home for your bag. If you carry your bag around your home throughout the day, then you need to establish a very specific place in EACH room that is where your bag will live.

There is an old Chinese proverb that says it's bad luck to put your bag on the floor, particularly if you have money in your bag: "A Purse on the Floor is Money Out the Door."

So, I suggest you either find a home on a surface large enough for your bag or get a hook and hang your bag from that.

Scoff at the proverb at your own financial peril!

**NET TIME SAVINGS = 12-15 MINUTES A WEEK**

### **4) FIND A HOME FOR YOUR MOBILE PHONE**

These days, your mobile phone may be your ONLY phone. Many people have given up a traditional landline and don't even use a VoIP phone that often comes bundled with a cable or satellite TV subscription.

If your cellphone is your only phone, it's even more important that you know where it is at all times. Especially if you often keep your ringer off.

As with every other item above, just randomly dropping it on a surface in the room you're in is NOT its home. Get a dish or tray or other container for every room in your home and office where you spend time and make that the home for your phone when you're in that space.

While this may take a few days to feel natural, AFTER a few weeks, it will feel odd if you DON'T put your phone in its home as soon as you enter a room.

**NET TIME SAVINGS = 12-15 MINUTES A WEEK**

## 5) FIND A HOME FOR YOUR MAIL

As with everything else, just dropping the mail on the kitchen counter or dining room table is NOT the home for the mail. There are two strong choices for the mail's home: either near the door so it's easy to drop it in when you come in the house OR near where you are going to open and process the mail. Both have their pros and cons—it's really personal preference. Just choose one place to start, try it out and if you find you'd prefer it someplace else, you can relocate the home at any time. That really goes for any of the above.

**NET TIME SAVINGS = 12-15 MINUTES A WEEK**

## THE BOTTOM LINE

These simple steps will save you at least 1 hour or more each week. And they also show you how simple getting AND staying organized can be.

Many times people think that organization requires any from special genes or a personality type to incredible discipline and focus. None of the above are true.

The best mindset you can bring to getting and staying organized is an open mind, some willingness to not know the outcome before you start the process AND consistency. Even cynicism can be licked with some consistency.

If you practice the above for 7 days in a row, you'll see a change. If you will do these 5 things for 30 days, you will change your life forever. Just like that.

I'd love to hear from you so after you've tried this for a week, [shoot me an email](#) and let me know how things are going.