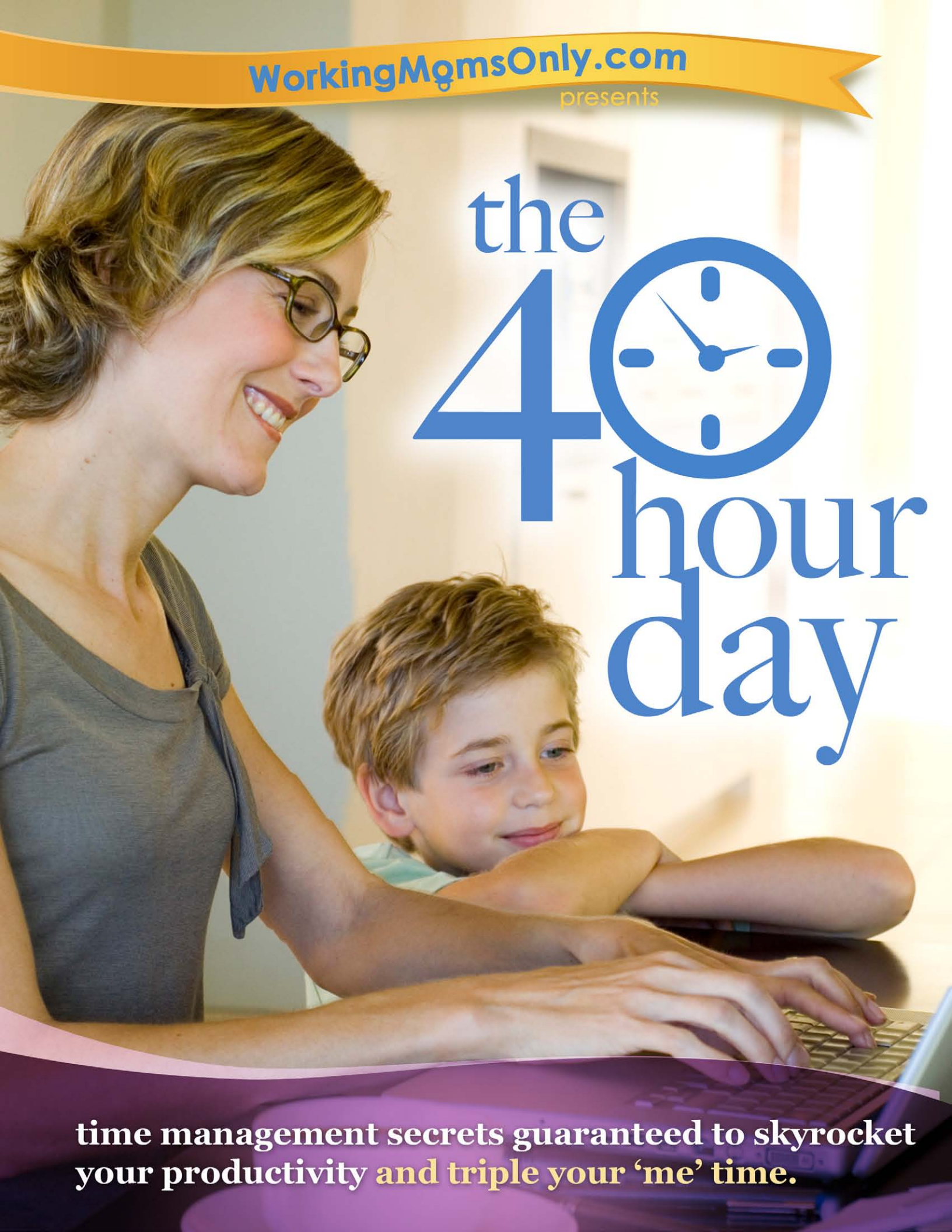


**WorkingMomsOnly.com**  
presents



# the 4 hour day

**time management secrets guaranteed to skyrocket  
your productivity and triple your 'me' time.**

## Introduction to the 40 hour day

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# INTRODUCTION

**T**ime is the most valuable commodity a person has, and there never seems to be enough of it. We have set out in this book to outline valuable skills that every woman can utilize in order to nearly double the amount of time in the average day. By becoming an efficient entrepreneur of your own personal and professional life, you can realize freedom over the clock and begin spending those extra hours on the most important and most often forgot about person in your life: YOU! Utilizing the steps outlined in this book will give you the freedom to decide what you ‘wish’ to spend time on, instead of what you ‘need’ to do. We will outline the practices you will need to begin, explain how your personality type affects time management, and give you the tools needed to maximize your daily time efficiency.

# The Making of Super Woman



How does forty hours in a day sound to you? Does the very thought make your heart skip a beat? Imagine a whole extra

day added into your normal schedule, while the rest of the world is still struggling to squeeze everything into just 24 hours!

You don't need secret powers to slow down the clock. You just need to adopt the strategy of some of the world's most successful women. These women are just like you—working hard to make the jigsaw puzzle of life fit together where family, relationships, work, money, etc. all fit together perfectly.

## The Triple-D Blueprint

Have you ever noticed that 'super woman' muscle in your mind yet? The one that gives you those extra hours of free time because it is so efficient? It is time to start utilizing it! The good news is this 'muscle' works wonders with just a little training. All you need is a bit of effort, some time, and a commitment to getting yourself on track. Use the Triple-D Blueprint to learn how and to start gaining that 'super woman' status.

**Write these words down right now:**

- Discipline
- Desire
- Dedication

These three words make up the mental gymnasium in which you will train to become more organized. Absolutely anyone can get organized quickly with this blueprint. Some of the world's top business and political leaders have become the best in their field by using these keys to guide them to a more organized way of daily functioning. Forty hours a day? No kidding! It is more possible than you ever thought before!

### ***Discipline***

Discipline is essential to a successful and fulfilling life. It enables all engines to fire, straight on towards your goal. Self-discipline has been said to be the key to personal satisfaction, professional achievements, and much more for individuals throughout history. Discipline is the most important factor in the foundation needed to achieve goals, from earning more money, to looking good, to becoming a better mom.

### ***What is Discipline?***

Can you control your emotions, impulses, behavior, and desires depending upon

a situation? Can you adopt a long-term strategy to achieve something you want, without succumbing to the all too well known desire for immediate gratification of a smaller pleasure? These questions revolve around the concept of discipline and the amount of personal restraint it takes to achieve the actualization of a bigger plan. Discipline is not about denial but about being clear on what decisions in the short-term could upset your end result in the long-term. Discipline is a great time-saver as well. It will be more comfortable to cultivate good habits as your discipline improves.

### ***Desire***

Faith can move mountains, and desire can, too. Without the personal want to achieve a goal, it is impossible to do so. Take a deep breathe, and ask yourself this question: Are you one-hundred percent committed to getting yourself on track with the forty-hour day? If this desire is there then a large part of the puzzle is in place for you to be successful in your quest for a forty hour day.

### ***What is Desire?***

Do not confuse desire with wishful thinking. Sitting and daydreaming might be a lot of fun, but it's going to shrink your regular 24-hour day to a 10-hour day! Desire, rather, is an indefinable inner urge that propels you to make choices

effecting actual change in your situation, your lifestyle, your thoughts, etc. Desire is what will help you choose discipline. A true desire to change your situation will help you through the moments when discipline falters and appears missing. Desire is the hand that guides discipline along.

### ***Dedication***

Once you have the desire and the discipline to go forward with a choice, all you need is the dedication to stick with it!

### ***What is Dedication?***

Dedication is the physical and mental effort necessary to stick with your plan of action and pursue your desires with strict discipline! Dedication is the pivot of the Triple-D Blueprint that will get you those extra "ME" hours day after day that most women can only dream about. Dedication also means working long enough on a plan for it to see success, without faltering mid-way. You have to judge whether you are wasting time on a project or just moving forward at a slower speed. In the latter case, dedication gives you the sticking power you need to see it through. In the former, you need to reevaluate your strategy and change your plans accordingly. Use the Triple-D Blueprint to work on all the tips in the rest of this book and you will have at least six full extra 'ONLY ME' hours each day.

# Your Alter Ego is Your Secretary

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magine for a moment having a personal assistant who understands your needs and your moods; a person who is one hundred percent loyal and

who knows everything about what makes you more comfortable. Imagine having this assistant plan your entire day and be by your side all of the time.

Before you snap out of that seemingly impossible fantasy, know that you can have this perfect personal assistant without spending hundreds of dollars or dedicating hours to searching for the right candidate. How? Because the most valuable personal assistant you could ever have is YOU!

Being your own personal assistant may sound like you will need to take on extra work and pile more into your busy day, but no. Thirty minutes or less of personal scheduling can actually add three hours of extra time to your day! First, let's see what category of personality in which you fit. You will want to pick the right zone to get your personal assistant into action and determining this zone will depend on your personality type.

## ***Understanding Your Personality Type***

Are you up around sunrise, ready to take on the day or are you a slow riser not

gaining traction before late morning? We all have different types of personalities depending upon our natural sleep patterns. In this classification, you can be an owl type, hummingbird type, or lark type.

Individuals who wake up late and are able to work until the wee hours are the owl types, while those who can get into action both late and early are the hummingbird types. Lark types are those individuals who prefer early mornings and days and are up and at it bright and early. Studies say our personality types are based on our genetic structure and this is why it is difficult to change our habits. Therefore, the best thing is to identify the potential of our personality type and increase its own efficiency.

## ***How to Identify Your Personality Type?***

When do you feel most comfortable? Do you like to take time over your morning chores, prefer to skip breakfast, or are you the first one to turn the alarm clock off? Or, maybe, you're in the hyper-activity zone. You get to sleep late after attending an evening party, yet you are still up to catch the morning news.

The traits of each personality type influence all aspects of our daily life particularly when we feel the most alert

and when we get the most refreshing sleep. These traits influence when we are most likely to enjoy a meal, feel good after sex, feel relaxed when chatting with friends, etc. These traits play a subtle but very important role in our well-being.

### ***The Trigger Effect of Traits***


For illustrative purposes, let us say you are an owl type and for some reason you have to take an early dinner and go to sleep early. What happens the next morning? Most likely you wake up early but feel tired. You go on with your day feeling lost, and by afternoon, you start feeling depressed. By evening you end up getting cranky and having an argument

with a friend and at dinnertime you have gone into a complete spiral that you not understand. You have no clue why things are completely out of your control, and why this seems to occur all of the time.

The trigger effect has taken place. You ruin your night thinking about the bad day you had. The depressive mood lingers the next morning and you don't feel like working. By the third day you are behind on deadlines and well, by the weekend, everything is defined by one big word: CHAOS. All of this is due to you not understanding or heeding your body's natural clock on one specific day. It is a domino effect that can happen to any personality type if the internal clock is not understood fully.

*Here is a table to help you identify your personality type and trigger effects:*

### ***Personality Types***

 Traits	Larks	Owls
Most Awake & Alert	Midday (Noon)	Evening (6:00 p.m.)
Max Productive Time	Late morning	Late morning and evening
Max Activity	Mid-afternoon (around 2:30 P.M.)	Around 5:30 P.M.
Best Mood	Between 9 A.M. and 4 P.M.	Increasing steadily from about 8A.M. to 10 P.M.
Sleeping Time	Go to bed 2 hours earlier than owls & fall asleep faster	Variable bedtimes; Stay up later on weekends and holidays
Waking Time	Awaken at set and desired time	Awaken about same time as larks on workdays, 1-2 hours later on others
Quality of Sleep	Sleep more soundly; wake up more refreshed, usually 3.4 hours after daily low point on body clock	get less sleep; wake up sleepier, usually 2.5 hours after daily low point on body clock
Easiest Time for Exercise	Morning	Evening
Mood Trajectory	Mood worsens over day	Mood improves over day

### ***Switching On Your Personal Assistant***

**C**an you now identify a 15-minute period in which your mood and efficiency are the lowest? It is during this time that you need to call for your personal assistant.

To begin, buy a diary to take notes. Then, the moment you are in your PA Zone, force yourself to take the focus off of how you are feeling and get your personal assistant working. Sit down and plan all of your chores, meetings, to do lists, and everything that needs to get done. Step out of yourself and tap into your alter ego. This is not an easy task initially, and you may have to force yourself to step out of your own shoes. With time, however, this process will become natural to you. This is a task that enables you to push through your low energy time in an efficient manner, and when you are back to your top-battery level, you will have your scheduling all ready to follow. The 15-minute PA Zone will provide for about an hour during your regular max efficiency time.

# System Maintenance

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he body is very similar to a machine: if you maintain it well, eat right, and get enough sleep, it functions well. If you include a regula

exercise regime, even if it is only for 15 minutes and 5 times a week, functioning increases more. In addition to taking care of your body, remember, you have to take care of your soul and mind, too. If that seem like a lot of hard work, be aware that with the right tools, it does not have to be!

Imagine if you spent fifteen minutes every day on your fitness, spiritual health, and mental improvement. These forty-five minutes would maximize your efficiency time by at least one-hundred percent! Essentially, you would be allowing yourself to get two hours of work done in just one hour. Over an entire week, then, you would get an extra two to four hours a day to enjoy!

To help, here is a summary blueprint to guide you in achieving fitness for your mind, body, and soul.

## ***Physical Fitness***

Women require regular exercise much more than men. There are several issues that make women's need for exercise greater than their male counterparts including obesity, health problems, mood swings, etc.

No matter how many quick fix methods you try, exercise and eating right are the only long-term method of losing excess weight and keeping it off. A more physically fit you will increase your energy levels and provide an overall healthier life. Exercising also allows for uniqueness and adaptability to you as there are all kinds of exercise regimes you can adopt. It could be simply taking a walk or going for a high-power aerobic session. Eastern practitioners have always believed that exercise clears up energy channels and helps get rid of toxins. You could try the low-impact Chinese style of exercising known as Tai Chi and Qi Gong. Also, yoga is a great exercise practice that increases flexibility and blood flow to the brain. Exercising is about choosing what is best for you and your lifestyle. The most important thing is to do it!

Exercise takes your mind off other things and gets your hormones balanced. When you are feeling strong in your body, you are ready to take on any challenge that life throws at you. Exercise is also the best way to utilize any idle time. Most women end up analyzing too much during idle time, which triggers other serious effects such as depression.

Further, exercise is the best way to keep your heart in top shape and add years to your life. It brings blood to the brain promoting clear thinking and awakens

all of your senses. Regular exercise helps prevent osteoporosis and aids in the fight against different types of cancers. Feeling great and energetic is the best secret to adding hundreds of minutes to the scant twenty-four hours in the day.

### ***Healthy Diet***

Adopt a proper diet along with your exercise regime. Proper exercise and diet improve your immune system. Improving your immune system means less wasted time being sick. You could consult an expert or use the internet to find some websites and videos by qualified experts. Remember, there is so much information available that is ready and willing to be utilized to help you begin your journey. You can do it!

### ***Mental Fitness***

Mental fitness is as important as physical fitness, maybe even more so. One way to get your mind fit is to make a point to read every day, and read whatever you can. A great habit to start is to read billboards when you are commuting or to read wrappers and packages. Maintain an interest in the world around you by looking at magazines and watching the news. No need to overwhelm yourself but remember that maintaining a healthy interest in what's happening around you is a great way to keep your mental faculties charged up.

Check with your health practitioner about starting a regular dosage of Vitamin B. This vitamin is a great brainpower booster.

Take up a hobby on weekends like chess, bridge, puzzle solving, crosswords, etc. that will really get that blood flowing to your brain. Children are great company for exercising your brain as they often come up with all kinds of novel ideas and thoughts that will keep you thinking. Stimulating conversation is a great way to remain mentally alert as well so get out there and start talking!

Another way to begin training your brain is to begin learning a new language. You will not have to invest great amounts of money or head to school to learn. Just try online videos, television on the Internet or simply leave the radio on a foreign channel while you work. Scientists have proven that regular mental exercise actually builds new neural channels.

### ***Spiritual Fitness***

It may be hard truth to face, but it is a fact that none of us will live forever. That doesn't mean you have to become an attachment-detachment analysis machine. Spiritual fitness simply means being more aware of your essence as a soul. It may be your choice to listen to meditation music, join a club to discuss spiritual ideas, or go further and indulge in psychic readings. The whole idea is to take life lightly and have more fun. This helps prevent you from shortening your life span due to unneeded stress and worry. Being aware that a spiritual journey lies ahead makes light work of things in this realm and in this time, whatever that journey may be for you.

## Cocktails only Spill

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ork relationships and personal relationships can be handled together but should not be mixed. The

two just do not seem to mix. That does not mean you need to build watertight compartments separating the two but must learn to prioritize correctly during the day.

### ***Giving Meaning to Your Tasks***

Let's consider an example. It is best not to mix household chores and a phone call chat with your mother. Alternatively, if you work from home on the Internet, stay in the invisible mode on chat clients. Work means work and relationship time means relationship time. We have all developed into multitasking machines, but, in so doing, we have ended up lowering our overall efficiency and wasting time.

Imagine fifteen minutes of a quality, focused, and fulfilling phone conversation with a friend as compared to a mindless, distracted, and confused talk with her that lasts for half an hour. In the latter case, your friend might end up talking to you for a longer period of time in order to get her point across amidst your distracted attention. In the former case, you both

would have a meaningful and stimulating conversation and be fulfilled enough to hang up in fifteen minutes. This may seem like a subtle technique but it will save you plenty of time over the course of a week.

### ***Manage Staff More Efficiently***

If you manage staff at home, manage them separately from your regular work in a more efficient manner. Give instructions for the chores to be completed and make it clear that you should not be disturbed. Just because you are home does not mean you have to be available for everyone and everything all the time. Remember, again, to make you a priority.

### ***Fix Time for Social Media and Personal Emails***

Social media has become a natural part of our daily lives as have e-mails. No matter how tempted you are to keep your account running in the background while you work, do not do it. Do not start answering personal emails while work at hand is put on hold. The best practice is to keep your work and personal accounts separate and refrain from logging into your personal emails while working. Wasting time on the internet is done more often than can be imagined.

Try not to overdo your virtual relationships and keep away from any strong online commitments to people unless you know them in your personal life as well. The percentage of online affairs with a positive outcome is relatively low across the world, so choose wisely in pursuing them.

### ***Don't Take Work to Bed or Into Holidays***

Does the invention of the Internet and cell phone mean that you can never shut out the world? A lot of us seem to think so and we often take our work to bed by answering emails from a hi-tech cellphone or carrying a netbook on our vacations. The body, mind, and soul need rejuvenation time on a regular basis. Work time and efficiency decline if you do not heed that need, so make sure you pay attention to these areas in your quest toward your forty hour day.

Remember, personal relationships and work relationships are wired differently and mixing the two leads to destructive sparks and an inevitable short-circuit. Because of the toxicity of the combination, hours are often wasted trying to fix something that need not have happened in the first place.

### ***No Place for Osmosis***

Turning into a workaholic is not going to improve your overall productivity. What is the point in working with crazed intensity for a few days, and then being

unwell or too tired to work at your normal productivity level?

Maintain a proper work-personal life balance without letting one flow into the other. If possible, have a separate work area in the house instead of carrying your laptop around all of the time. Efficiency translates into greater productivity and is a huge time-saver.

Stay-at-home moms are impressively great at juggling family and work, but in so doing they are functioning at low-efficiency levels.

Here is a quick checklist to keep work and personal life from mixing into bad cocktail:

- Have your own work schedule sorted out even if you are at home. Once work is done for the day, get up from the desk and forget about it.
- Keep work areas separate from the rest of the house
- Train your spouse, kids, and domestic staff to respect your work schedule
- Keep your work-related documents, emails, social media accounts, etc. separate from your personal ones
- Schedule days off, vacations, holidays, etc. for yourself just like if you were working for a boss in a typical office
- Do not think about work when you are with your family and friends

## Workman's Tools



How many hours a week do you waste trying to get rid of a virus on the computer? How many times in the last six months

have you told your client that your system has crashed and you lost all of your files? How much time has been wasted recovering passwords or locating a phone number?

Properly polished tools make a workman efficient, and as such, your home office is one of the most important timesaving tasks you can do once a year.

### ***Files, Folios, and Furniture***

Begin by organizing your furniture. A lot of stay-at-home moms carry their laptops to the kitchen. Sitting at a chair that is not really made for working could saddle you with a chronic backache or neck problem later on in life. You should also invest in good stationery with all your paperwork arranged properly in the correct files.

Also, it would be helpful to organize your online files similarly.

Shop for work furniture and open online accounts for cloud-based storage. Set up labels and separate folders in your email accounts or create different accounts altogether. The world's best email clients

allow you to open several accounts in a single browser. Though it may take time to do this organizing, this one-time investment in arranging everything will go a long way in saving you several hours throughout the year.

### ***Try Multifunctional Furniture***

It is best to use light and multifunctional furniture. The reasoning for this is that it not only helps you shift around more easily but it saves you time trying to adjust if a guest drops by or another family member needs to work or play nearby. Try to be adaptable like using a light file cabinet as your netbook tabletop.

### ***Get a Little Techie***

You do not have to be a software engineer to keep the Internet going, laptop virus free, email account free of spam, and the best writing software available. You might run an online business and for you learning how to handle small updates to the website or an online payment client is pretty easy. If not, get rid of your fear of technology, and begin with the premise that everything has been created to make your work easier rather than more difficult.

Online spam and virus are major threats,

but some great anti-virus programs are now available for free download. Learn to keep your laptops hard drive fragmented, computer desktop clutter-free, and your recycle bin empty. Keeping your computer working efficiently will save you several hours in your day which can be spent on more productive things.

Remember that online viruses and spam slow down computer speed and reduce Internet download capacity. This is important to note because time will be wasted if your computer efficiency halts due to an online threat that could have been avoided.

### ***Great Time-Saver Applications***

We work in an exciting age where there are fantastic tools available online for all of your technological gadgets, from cellphones, tablets, netbooks, laptops and more. There are thousands of applications to organize your work, set up alarms, and send out automated responses. Essentially, there is an application for almost everything.

Your android phone can be set up with an automatic call blocker that keeps unwanted calls fire-walled during work hours. You can set up your email client and phone to send out 'Will-get-back-to-you-soon' replies automatically.

Learning to use online messengers for video, voice, and text chat will save you not just money, but time as well. You can send your messages when convenient for

you without waiting for the other person to be available in real time.

### ***Clutter Consciousness***

Developing a clutter consciousness is an ability stay-at-home working women cannot afford to ignore. Create a habit to fold up all the files, set aside the stationery, and organize right after you finish work. Spending five minutes doing this will save you a couple of hours trying to turn that cluttered chaos into methodical usefulness in the future.

Are you the typical 'oh-where-is-it' woman? Does it happen to you once every other week or month? If yes, then it is all the more important that you spend five minutes a day leaving everything organized to save yourself a couple of hours looking for an important document or item later when you need it most.

To do so, develop a habit of keeping your work-related books, documents, and papers separated from your personal ones. If space is limited and you cannot have two separate bookshelves, try dividing the space to distinguish the books and files.

It is a great idea to divide up the bookshelf for all members of the family as well. Your spouse might need to keep some work-related documents at home, too, so it is best to keep them on separate shelves. Use similar 'compartmentalization' for all documents and files on a regular basis.

# Money Manager



Having your money managed properly is a great confidence booster. Learning to manage your money properly not only

gives you independence as a woman but saves you a lot of time during key situations like helping out a friend during an illness, preparing a tax return, drawing up a budget for a vacation, and more.

No one is born with innate money management skills, neither men nor women. It is an often perpetuated myth that men have a mind for numbers while women do not. In reality, the reason for this perception is that the majority of men have more practice handling and organizing budgets even as children, when compared with their female counterparts. Managing your money properly would not only let you run your household successfully but would alleviate a lot of time worrying about unnecessary or sudden expenses.

## ***Get Over the Psychology***

A lot of women have grown up with the subconscious idea that they would goof up with the budget or money planning. Get out of that mindset now! Some of the top bankers and economists out there are women and you have those capabilities as

well. Here are some great tips to bring out the money manager in you:

## ***Read Up and Learn***

Financial knowledge is a great personal investment. Read up about banking and taxes and at least try to learn the very basics. You can ask a knowledgeable friend or expert for help explaining everything they know about money management. There are also classes available to learn the basics about financial planning. In the long-term this will help you save several hours and dollars by managing your own accounts. Knowledge gives you the power to track and be involved in everything, even if you pay someone else to manage your accounts.

Money management also includes investing and planning for your retirement, apart from handling your current expenses. Once you learn to manage money, you can also learn how to build a stronger money-base at greater speed!

## ***Utilizing Your Skills in Your Professional and Personal Life***

We spend a lot of time earning our money. There is no reason why we should

not know how to protect it. This becomes all the more important for women who work by themselves. Do not be afraid to manage your money both in your professional and personal life. Discussing prenuptial agreements, trusts, beneficiary designations, wills, etc., will save you a lot of time in the long run. This will also help protect against emotional, practical and financial troubles later on. Remember, it is always good to make saving for your retirement a top priority.

### ***Interference versus Help***

Be very careful about distinguishing interference from help when it comes to money matters. Do not let someone manipulate you into co-signing a debt or putting your hard-earned money into useless investment schemes. Money lost is time lost: the time you spent working for it.

Try to figure out and see the hard sellers from genuine offerings of services. It is always a good idea to discuss any financial ventures with friends you trust before you take the plunge. It is best not to rush into any kind of investment. Take your time analyzing any financial offer before signing a document.

### ***Nurturing Funds***

Nurturing comes naturally to women. Learning to cultivate your funds with the right investments will help you reduce your work hours. Several investment schemes exist that are

particularly tailored for women, including governmental ones. Once you are able to cultivate your money the right way, you will naturally find pathways to help grow your fund faster. Money management is just like any other skill as improvement takes time and effort. There is no doubt, however, that with this effort, you will succeed.

### ***Emotional Spending***

Emotional spending and lending is both a waste of resources and time. You will automatically stop indulging in such emotional binges when you start understanding how money actually translates into time.

With emotional lending, maintain a 'strong-no' policy. If someone is not able to understand why you are turning down an opportunity to lend money because of a personal relationship, then they might not be worth maintaining a relationship with in the first place. Saving money is like saving time. Apart from utilizing money for various objects of desire or necessity, money also means you can save hours for yourself by outsourcing work.

### ***Budget Management***

Do not delay noting down expenses, earnings, etc., even if it is a small debit or credit. People often waste the most time trying to arrange their budget, particularly when it comes to filing tax returns. Neglecting the budget is a common affliction. You just don't seem

to get around to it if you don't discipline yourself to do it on a daily basis. A full week of time spent struggling with the budget when a special vacation is to be planned, or a return is to be filed, can be saved by a simple 10-minute account-keeping session every single day.

Even if you have a worksheet saved on your laptop, maintain a hard copy of all the details. Take printouts at regular intervals. Losing your budget details in a computer system crash is much more painful than the effort it takes to keep a regular file maintained on your bookshelf. You can learn to use some great online money management tools but remember to never neglect making a copy.

### ***Household Budget***

No matter what, in the end it is you and your spouse running the household

together. Both of you should sit down and discuss how you will manage the daily household budget.

You need to address issues such as how much should be spent on particular items for the household, who will save what from their earnings, how you plan to manage your holidays and recreational spending, etc.

Most women waste a lot of time every day figuring out the household expenses with their spouses. Drawing up a simple plan for a year or at least six months would save both of you plenty of time. Instead of spending an hour or so daily on the family budget, it is much more efficient and affective to spend an hour or two once a month on it. At least this is one task you can plan on a monthly basis instead of struggling with it every day.

## Networking and Plan B

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any women are not meant to be alone with sharing and caring coming naturally to them. Being able to

express this aspect of your innate being is truly fulfilling. In order to nurture this trait, it is important to get out there and network with like-minded women!

You may question why extra time should be spent creating relationships with other women when it could be spent on more 'Me Time.' Remember, though, that there is a subtle strategy to doing this. Most women who network regularly actually have more time for themselves. Travelling far away from home to do so is also not an issue as there are special forums, online and offline communities, work groups, and meet-ups solely to help women share their burdens of work and emotional problems in order to live a more carefree and fulfilling life.

### ***Get Your Gal Pals***

The Internet has actually made networking very easy. Connecting to people who are leading lives similar to you in your city, town, or area is much easier now than ever before. Once you connect to women who work from home

like you, you can pick up tips, ideas, and their strategies so that you can save time and work more efficiently.

Networking also helps in picking up leads about better-paying jobs and assignments. Most often, the best and the highest-paying jobs and projects go out to friends and acquaintances. This is simply because of the trust factor involved.

If you know a neighbor who could do a project for a friend, why would you suggest your friend look for someone online? It is not that trustworthy freelancers are not found online. It's just that having more options open for leads and higher-paying projects to come in through networking is a more viable option for working-from-home women.

Gal pals work as a great support system. For example, you could seek help from a friend to handle a project for you when you're ill. Alternatively, you could actually share the earnings and share the work, giving you extra time to do other things.

### ***Advertise Yourself***

Getting together with women who have similar interests and working situations helps in promoting yourself. A lot of people tend to pass on projects to someone they know when they are going

on a vacation or do not wish to take on extra work. You advertise yourself in a free and fun manner when you connect with like-minded women whether online or offline.

### ***Online Presence***

Networking today means connecting both online and offline. Having a static presence online is a matter of identity these days. The Internet has made the entire process of earning, interacting, and living a more fulfilling life much more dynamic. You can have your business and personal social networking accounts, but it is best to manage them separately. You could also run a blog as a hobby or set up one about your work and portfolio.

Setting up a website is not as technical as it sounds. You can buy a domain name suiting your business profile or your individual likes for less than the price of a cup of coffee. Hosting your own blog to a customized domain name is even more impressive.

There are several online opportunities for increasing your income with little effort if

you have your own website. Affiliates are a good extra source of income for women who own websites as well.

### ***Connect To Family***

Connecting to your extended family is much easier now with online tools like messengers and social networking sites. Staying connected to siblings, parents, and other family members actually contributes to your emotional well-being. An emotionally stable person is much more efficient at pulling off tough projects than someone who is feeling down and out. Family members make an invaluable support system, like friends.

A simple chat with a sister can rejuvenate you enough to finish off a project in three hours when it could have taken you four! A quick conversation with a spouse who is traveling can do wonders for your efficiency as well. Amidst the frenzy of life when you can feel like a lone machine doing a thousand things at once, remember to view yourself as a giving-receiving doll that is out here to live a beautiful and fulfilling life.

## Time-Out

**T**here is nothing like recreation time to actually boost your system in order to work better and with greater efficiency. Remember that workaholics may be economically sound, but what's the point in making a lot of money when you end up spending it to regain your health and vitality? When all is said and done, you owe a time-out to yourself.

- If you have implemented all the strategies in this report then you will have plenty of free time on a daily basis. However, that still does not replace the value of a short vacation or break from all the work and responsibilities.

A single week's vacation with a loved one – at least once every six months – can set you up for a far more efficient work life than anything else.

A short vacation can put you on a personal growth trajectory that will help you plan and organize your daily life in a much better way. A time-out comes with great benefits like better emotional and

mental health, relief from mood swings and depression, a stress-free view of life, and many more.

You return from time away feeling twice as energetic as before. A vacation always brings a new perspective to life, and you find your own house interesting and rejuvenating once again. Your daily workload automatically seems to get done in half the time as usual, and the energy boost of a well-spent vacation can last for several weeks.

As budget is always a concern, you do not need to plan an extravagant vacation. A simple vacation to a quiet place, like a health spa or a fun park, would still give you plenty of energy to get back in the grind of daily life with better efficiency. Spending time with a loved one on a vacation helps you experience the true value and the joys of both work and free time.

Life is about balance. As women, we must always remember that we can only help others as much as we help and take care of ourselves. In turn, we will only be the best women we can be by efficiently managing our time, since it is our most precious resource. Stay with your triple D's- discipline, desire and dedication-in whatever you choose to do with your life. Turn yourself into your own personal assistant recognizing when you are in a down time and mapping out what you can accomplish during your up time. Take care of your physical, mental, and emotional health by maintaining your machine (you), which in turn will yield the greatest results in productivity. Separate your personal life and work responsibilities and do not mix the two. Give meaning to everything you do and get better results. Keep your office tools up to date and well maintained and stay organized by taking time daily to make it manageable. Learn to manage your money and get more control over your life. Network and spend time with family, remembering that we are social creatures. Finally, always, always make time for fun and laughter and the enjoyment of life. By doing all of these things, it will lead you to more 'you' time during the day and an overall happier, more relaxed life. Go on Super Woman! Remember that your life is a movie and you are the star. You are capable of handling it all and doing so with style and grace. Go shine girl! Now, you have all the time in the world!

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