

Pump Up Your Productivity, presented by Cindi Myers

Date:	Activity (Chart each day's activities to see how you're really using your time.)	
6-7		
7-8		
8-9		
9-10		
10-11		
11-12		
12-1		
1-2		
2-3		
3-4		
4-5		
5-6		
6-7		
7-8		
8-9		
9-10		
10-11		
11-12		

Find more time: Get up earlier.

Go to bed later

Delegate one time-consuming task (cooking, shopping) to someone else.

Give up one hour (or more) of television each night.

Resign from one volunteer activity.

Take advantage of unused time: Commuting

Lunch hour

Waiting at appointments

Waiting for children's sports practices, music lessons, etc.

*Cindi Myers is the author of **A Soldier Comes Home**, (Harlequin Super Romance, June 2008), **At Her Pleasure** (Harlequin Blaze, October 2008) and more than 30 other published novels. Find out more about her and her books at www.CindiMyers.com*