

# WORK LESS HOURS

## 3 Proven Tactics That Give You 5 Hours Back In Your Week





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Hi, Rueben Taylor and Gavin Bassett here.

At Biznostics, we help business owners who are sick and tired of working too many hours.

We help them reduce the hours they are working, switch off at home and take time off when they want.

We do that through our Business Freedom Program™ which helps you build a business that gives you the choice of what you do with your time and make the money you want.

In fact, in the first 90 days we help get your hours back to a normal work week.

Enjoy this guide and be sure to reach out if you'd like some help in claiming back your time.

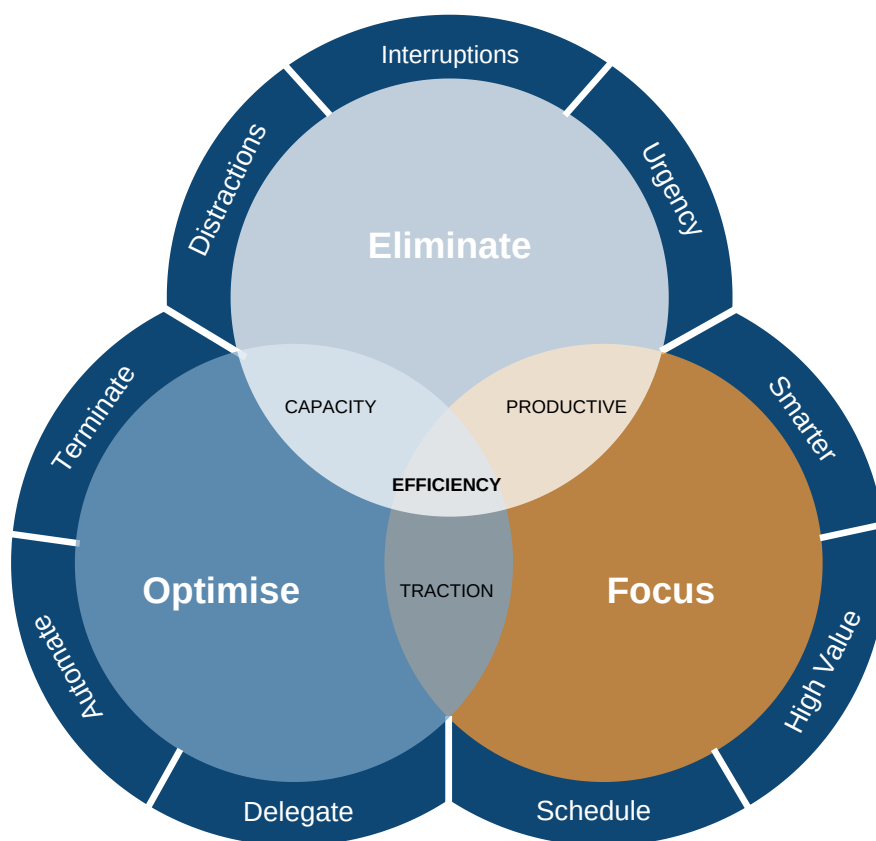
*Rueben and Gavin*



# How to Be More Efficient With Your Time

Time Efficiency is one of the Foundation on your journey to Business Freedom.

It starts with eliminating time wasters and focusing your time into the areas that will drive your business forward. From here you are able to set a clear direction for your business and can make sure you have the most profitable business model that will help you achieve your goals quicker.



Time Efficiency is about 3 things:

- **Increasing Capacity:** - freeing up your time to do what is important
- **Being Productive :** - investing your time in the best areas to drive your business forward
- **Getting Traction:** - focusing your time so you move forward on the important things to build your business

To help get you started, in this guide you'll learn 3 proven tactics to give you 5 hours back in your week...



# Tactic #1:

## Turn Off Notifications

### So that you save time from being interrupted

This may sound simple, but notifications can be a big time waster. A message pops up – ‘you’ve got mail’ and all of a sudden you are checking your emails and getting lost in your inbox ... come on, you know what I’m talking about.

The same can happen with social media. In fact, social media companies want you spending as much time as possible on it, because you are more likely to see an advert and click on it. Makes sense right?

Now it’s not just the notification that is costing you time, it’s the lost productivity that it creates when it interrupts you from what you were working on. Just think about how long it takes you to get back on track when you’re interrupted. Too much time!

Notifications also make things seem more urgent that they really are. It’s like they are screaming at you to get your attention. BUT, notifications can simply managed by turning them off. That way you can stay focused on the job at hand. It is all about stopping the interruption before it happens.

Go on, try it today. It might feel a little weird at first, but you will quickly have a lot more peace of mind ... and a lot more time back.



So instead of being driven by notifications, you can take full control and simply set some times each day to check your email and social media, when it actually suits you and your business.

You just need to work out the frequency, how often and when. Some businesses can get away with once a day, others it may be 2 or 3 times a day, the choice is yours.

The key is to make it a set time so you are in control and not the other way around.

## Action Steps

- ☐ Turn off email notifications
- ☐ Turn off app notifications
- ☐ Set time(s) each day you will check email and social media

# Meet John...



Meet John who runs a shop fit out company...

John was wasting a lot of time on social media every day.

One of the first things he would do each day was to go on to Facebook. The problem was he would waste up to 1 hour there before he even started his work for the day.

And while John was getting caught up on social media he wasn't doing something his business badly needed ... business development.

So to deal with this distraction John put some boundaries in place. He switched off his notifications and would only check Facebook in his lunch break.

John simply time-boxed his Facebook time to his lunch hour instead of getting off course right from the start of his day... saving him a lot of wasted time.

# Tactic #2: Schedule Your Week

**So that you more efficiently manage your workload**

Too often in business we are just reacting to what comes up – the next call, the next email, the next job, the next quote, the next customer. And this can be stressful... and is often inefficient.

Think about where in your week you are just reacting to the urgent – dropping everything or moving from deadline to deadline or where are you inefficient.

Go ahead write those things down right now.

Instead of fighting fires all the time, take the time to build firebreaks so there are less fires to put out.

A great place to start is to plan and schedule your work for the week ahead.

Look for opportunities to streamline your week and make things more efficient. Like organising jobs and ordering things ahead of time.



Travel can also be a big one. Is your week structured so that you are minimising time lost on the road?

It is all about turning your week from being reactive into being proactive.

Simply block out time in your diary to plan each week and ensure you have everything you need to get the job done.

## Action Steps

- ☐ Work out the best time to schedule your week
- ☐ Block out this time in your diary
- ☐ Don't let anything hijack this time



# Meet Shaun...



Meet Shaun, the owner of Plantagenet Construction Group...

Shaun was always being pulled from pillar to post and felt like he had no control of his time. In less than 8 weeks, he eliminated distractions and interruptions and now schedules his time so that he is more purposeful, professional and efficient.

By putting the time in his diary to schedule his work and committing to that time each week, Shaun started to notice that his business got far more organised. His team now knew exactly what was going on and his overall anxiety levels of running his business decreased dramatically.

Even his customers started to notice how organised and efficient his business was... and sent him more work as a result.

Shaun now has more focus and confidence to run his business.

# Tactic #3:

## Delegate Low Value Tasks

**So you can work on high value tasks that drive your business forward**

Do you ever feel that everything in your business hinges on you...like the weight of the world is on your shoulders?

You see as your business grows the natural thing that happens is that more and more ends up on your plate.... yet nothing seems to be coming off. Can you relate to this?

In order to free up your time we need to work out what needs to come off your plate, so that you can do more of the high value tasks and less of the low value tasks.

And this starts with making a list of everything you do. Yep, everything! From here you need to work out how many hours you are spending on each of those tasks each and every week.

When you have done this, you will need to assign a value to each task. What we mean by this is what would it cost you to pay someone to do that task in your business? (ie someone other than you).



For example: If you could pay someone \$25/hour to do some of the admin tasks you are currently doing and you were then able to put more time into higher value tasks like quoting or following up quotes ...what do you think would happen to your business?

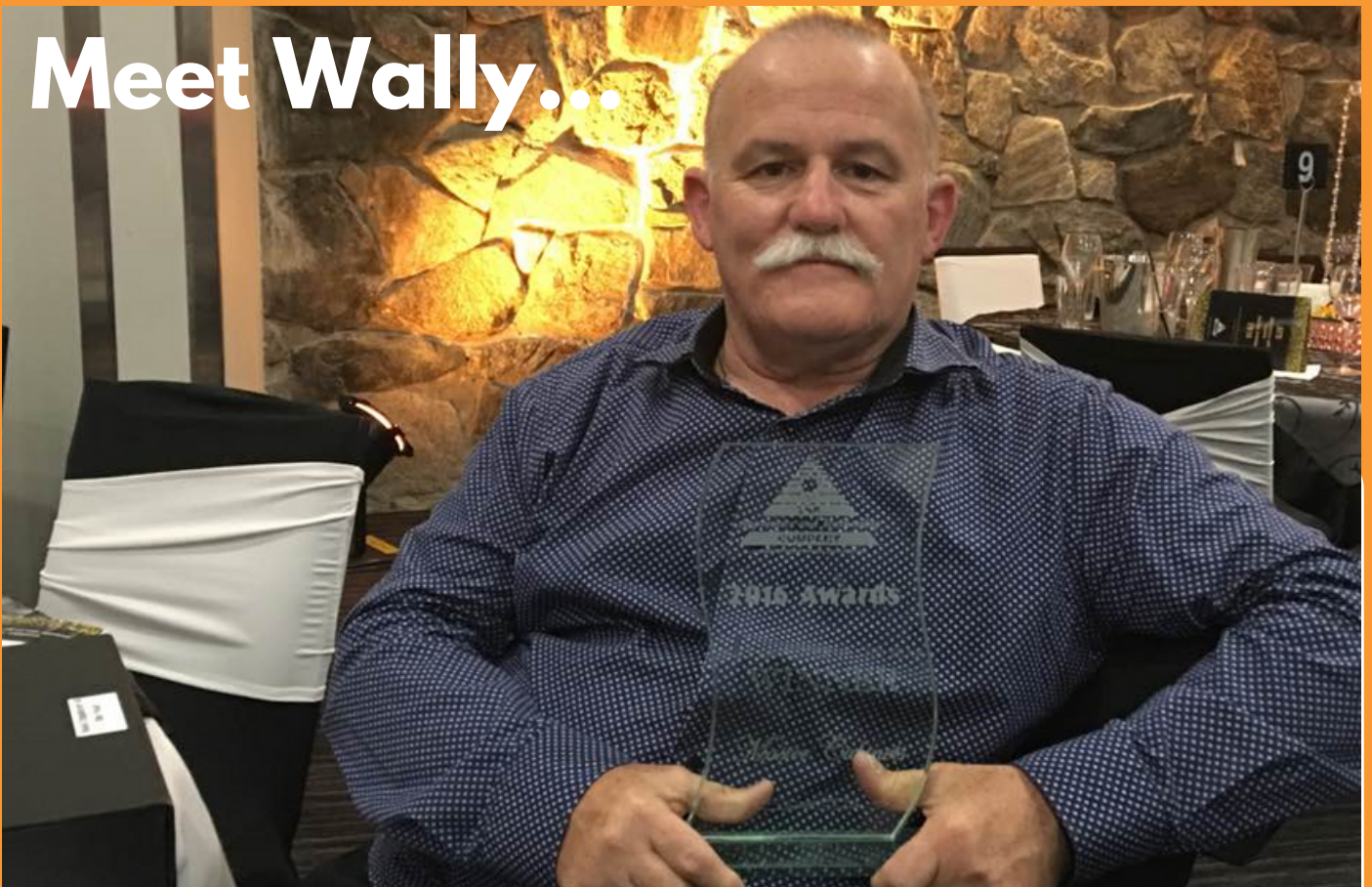
Once you work this out, identify the lowest value tasks that if you delegated would free up the most time. This is what you need to delegate off your plate first. Then identify the best person in your business to do that task. And if you don't have anyone right now, then perhaps this is a good time to get some help. It has never been easier to hire someone for even a few hours a week and will soon pay for itself with the time you get back.

## Action Steps

- ☐ Make a list of each task you do
- ☐ Work out what each task is worth
- ☐ Identify and delegate your low value tasks
- ☐ Use your freed up time to work on higher value tasks



# Meet Wally...



Meet Wally, the owner of Master Cabinets.

Wally was always doing the measure ups in his business. On one level this was good as he was great with people. The problem was he would spend lots of time measuring and his quotes would get behind.

Wally worked out that quoting was worth about \$3000 per hour for his business. So, by doing measuring it was costing him \$3000/hour in quotes. He would either need to catch up at night or worse still was losing jobs because he often wasn't getting quotes out on time.

In his mind he was the only one who could do measuring - he wasn't sure if he could trust someone else. But by looking at this further he found a laser measurer that could do it quicker and more accurately. Not only this, Wally could pay one his staff a fraction of the price to do the measurements with the laser.

So, by getting one of his team to do the low value task of measuring, it freed up his time to do more quotes... and grow his business.

# Your Next Steps

- 1 Complete An Enquiry Form
- 2 Book Your Strategy Session
- 3 Hold Your Strategy Session
- 4 Start Claiming Your Time Back

[Enquire Now](#)



**“I In just 7 months,  
Biznostics helped me go  
from working  
70-80 hours per week to  
only having to work 3 days  
a week ”**

**Andrew Davies, Davies Electrics**