



24 for 24

24 simple ways to save you 24 hours per month

Yes, 24 hours. That's 3 full working days, 3 extra vacation days, 3 days spent on house projects, or 3 days spent with your family.

Hello Friend,

Hi, I'm Ceri Payne! I'm a time and productivity coach for your life and business.

I specialize in helping women business owners have enough time, by helping them:

- streamline home and work productivity
- maximize their time and use it intentionally
- create flexible schedules & plans to guide the time in their day
- identify their priorities so that they can have enough time to accomplish all the things they want, in ALL areas of their life



*I help you find the time to get the results you want in business and life **without sacrificing yourself, sleep, health, or relationships.***

Are you tired of...

- feeling guilty for not being the mom you think you should be?
- not having time to organize your life or make the money in your business you desire because you don't have enough time to work on them like you need?
- feeling confused and overwhelmed on how to have the time to fulfill all the roles in your life, and do them with confidence and ease?
- going to bed at night wishing you had more time to get it all done?
- wanting to be a successful business owner while excelling as a mom and wife, but you don't know how that's even possible?

I'm here to help you solve ALL those problems.



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I teach you how to streamline your thinking, priorities, your home and business processes so you can maximize your time to get it all done!

While building my life coaching practice, I

- fit in 12-18 paid life coaching clients weekly
- raised my family of three daughters, and supported a husband in his demanding career
- never woke before 6:15 am and got to bed by 10:30 pm
- worked out six times per week
- served as the president of my church's women's organization
- guest podcasted and spoke at retreats and conferences each month
- worked full-time as a special education teacher

I have a simple, effective program to help you **gain the freedom around time** to create the success you want in your life and business. This program creates the income you want for your business and the **time you want in your life.**

Ready to take your life, home, and business to the next level?

To learn more, schedule a free 50-minute session [by clicking here](#).

During this free session, you will discover how it's possible to gain the time and belief you need to get everything accomplished, allowing you to be the parent and business owner you want to be, while making the income and impact you desire!

Are you ready to have ENOUGH TIME?

1

Make Three Dinners at One

Time: When cooking dinner, triple the recipe and make three dinners at one time. Cook one for the current night and put the other 2 in the freezer for later nights! Not only are you saving time you would have spent cooking dinner the other two nights, you are saving time on the dishes each night as well. Want to save even more time? Use tin foil pans instead of casserole dishes that you'd have to wash, dry, and put away.



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Cook a Large Bag of Chicken at Once:

Buy a huge bag of chicken (fresh or frozen) and cook the whole thing in a crock pot or pressure cooker. Once cooked, shred the chicken and then freeze into storage bags in portions perfect for your family. This shredded chicken can be used for dinners such as: Hawaiian haystacks, shredded chicken tacos, chicken enchiladas, chicken a la king, white bean chicken chili, chicken bbq sandwiches, or spaghetti chicken bake.

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3

Iron/Steam Two Weeks of Clothes at Once:

In one session, iron all the clothes you will need for two weeks. Saves times planning and prepping for the chore to be completed. Plus, allows you to watch a full episode of your favorite show or catch up on podcasts. To save even more time, purchase wrinkle free clothing or wash and wear type of fabrics so that you actually spend less time ironing each week.

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4

Constrain Your Social Media Screen Time:

Set a timer on your phone or invest in an app that limits your social media screen time each day. The iPhone has software that can monitor your usage for you. If you're currently spending 2 hours each day, consider challenging yourself and constrain to 1.5 or even just 1 hour a day. The time for those that currently spend several hours a day on their phones, can save over 30 hours each month.

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Choose a Specific Day Each Week for Laundry:

Do all your laundry on a specific, set day, each week.

You may have heard of the one load per day suggestion. But that wastes time, especially if you're the type to forget about a load only to have to run it through the wash again. The more you have a chore on your mind (doing it daily vs doing it weekly), the more time you spend thinking about it. If you limit the time you think about it (because you've intentionally decided on a specific, set day, each week) then you save time by saving mind drama deciding if you should do it, when should you do it, or fighting with yourself to put it off. By the way, I understand if your situation requires two days each week. The same principle applies. Just make sure you intentionally select, regular, specific days, and stick to the schedule.



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Develop a Hair Washing Schedule:

I plan my hair washing schedule out weekly, based on the activities that I have scheduled. A morning when I have an early meeting is not the morning I plan to wash, dry, and style my hair. A schedule takes the time out of decision making, should I wash my hair or not? I wash and dry on Sundays (it's church day, I want to look my best) Monday and Tuesday are work days, and they start earlier than other days, so I use dry shampoo and restyle my hair, as needed. Wednesdays are my day off, so that's the day I don't do my hair. A super fast pony tail or messy bun will do so that I can spend that day getting stuff done!! Thursdays, I have staff meetings, so that's a day I plan to wash my hair and make it look fresh and styled again. Friday and Saturday, same plan as Monday and Tuesday. A hair washing schedule not only saves time not doing your hair fully each day, it also saves time and mental energy thinking about when you should wash my hair. Seems silly, but us women, we spend a lot more time than needed deciding if we can go just one more day with the dry shampoo. I get that your hair may need to be washed more than mine, and that's perfectly OK. That's why it's YOUR hair washing schedule, the one that works for you.

7

Weekly Meal Planning: Make a list of 15-20 meals that your family typically eats. Keep that list accessible and plan your weekly menu using that list. The first list saves you time not having to come up with new ideas weekly. The second weekly list, saves you time each afternoon not having to decide what's for dinner. If you haven't decided ahead of time, decision fatigue at 4:30 pm can be a real thing. Many times that's when you opt for the drive thru, which these days tends to be slower than getting a pre planned meal on the table.

8

Plan Out Your Week: Spend 45 minutes one day a week planning out the next week. Figuring out who needs to be where and when, carpools, meals, work commitments, appointments, family time, date nights, etc. is a huge time saver when its done on your time (when you're intentionally planning) and not done on the fly, when you're trying to figure out a solution to or put out a fire. To enhance the productivity of this task, you may consider having a quick family meeting (or talk at dinner) discussing everyone's schedule. This is a quick and efficient way to help facilitate the needs of your family without having to track each individual down separately before you begin your planning.



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Write It Down: When you get an idea, or think of something that needs to get done, stop and take the few seconds it takes to write it down or record it on your phone. This way you save time by not having to think later about the idea you had, or the thing you needed to do but can't remember now. I use the voice command and reminder center on my phone for this. I don't even have to stop to write it down. I just say, "at 9 pm tonight, remind me..." and at 9 pm that night all the ideas I had that day that need to get written down all get taken care of at once.

10

Put Leftovers Into Smaller Containers: When putting away dinner leftovers, dish them into lunch size portions and label them with a wet erase marker. This makes selecting your lunch each day faster, easier, and often healthier. This also saves you drive time not having to leave work and wait to order and pick up food. Instead of driving and waiting in lines, you can be getting other things done during your lunch hour. Also, you're less likely to spend money going out to lunch when your fridge is stocked with ready to go lunch sized portions of your favorite dinner meals. Want to save even more time? Take 3-4 lunches of leftovers to work at once, then you don't have to spend time daily remembering to grab a lunch and selecting which one to take.



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Use The Same Size and Brand of Plastic Containers:

Speaking of leftovers... invest in containers that are all the same brand. Several brands even make different size containers that all use the same

size lid. This cuts down significantly on the time you spend looking for the right lid because they all match. About 3 years ago, I threw out ALL my old containers and bought all the same brand. It's seriously been a time saver, not to mention the frustration it saves looking for matching pieces. If this idea entices you, the best time to buy several sets of containers are on Black Friday or during the months of June and July at big box stores. You will likely spend as much as you would normally spend on a single set if you stock up at those times.



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Create A Shopping List: There are several apps that can do this for you, some are free, some are a few bucks but I simply use my notes app on my phone. All the things I buy weekly stay at

the top of the list (so I'm not rewriting them each time). As I run out of or need items, I add them to the bottom part of the list. When making your shopping list, have your weekly meal menu nearby to access to make sure you have all the ingredients you need for each dish. This saves you time running back to the store or calling all the neighbors asking to borrow an egg or cup of sour cream. Want to save even more time? Look into online grocery ordering, pick-up and or delivery services. These programs are often free, and they keep your lists and favorite items for future orders. You save even more time with this service since you aren't the one doing the actual shopping.

13

Establish A Morning Routine:

Wake up the same time each weekday, (possibly an hour later on the weekends).

Developing a consistent sleep schedule automates your body and makes falling asleep easier. Having a consistent sleep schedule saves you time as it enhances your productivity throughout the day.

14

Create a Chore Chart: Creating a chore chart for yourself and your children saves you time and mental energy by not thinking about what

chores need to be done each day, if you *should* do them, when you actually did each one last, or debating with yourself if you *really* have the energy or desire to do it. Using your mental energy on these simple decisions wastes time. Write your chore schedule out so it's easy for everyone to access and honor the plan. Consider breaking up the chores into smaller tasks each day if that helps you complete them more consistently. Mondays could be bathrooms, Tuesday vacuuming, Wednesday kitchen and hard floor surfaces, etc. Prefer to get it all done on a single day, plan for it, keep that commitment, and don't think about the decision again. It's as good as done.



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Schedule Appointments, Errands, and Shopping Trips For The Same Day.

Less trips, less time driving to and from. If you work outside of the home, you spend less time asking for time off or arranging several days each month to leave early.



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Plan Meals With The Same Cooked Ingredients Back to Back:

Saves cooking time, prepping time, and time spent washing dishes. For example, grill three nights worth of chicken at once. On one night have the grilled chicken, the next night it can be cut up and put into alfredo sauce, and the following night cubed and warmed up into a stir fry or chicken lo mein. If you plan spaghetti, alfredo, and lo main all in the same week, you can cook enough noodles for all three meals the first night and store the left over noodles in a container that can be heated up on the other nights. Again, this allows you to save time on the other two nights by not having to cook the noodles or wash the dishes. Same idea can be applied to rice and many other staple ingredients. One night, rice can be cooked and used for Hawaiian haystacks, another night made into fried rice, and the final night it can be thrown into a soup or mixed with other ingredients to make an easy side dish.

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Create Carpools For Your Children's Activities:

When you create the carpool, volunteer to be the drop-off person. The drop-off person gets to leave asap whereas the pick-up person must often wait for the practice or play to end, for all the kids to get their things collected, or for the coach that's talking to the team a bit longer than usual. A carpool means less time driving, less time in the car, more time saved.

18

Get Your Monthly Meds Filled On The Same Day:

Many pharmacies will help to automate your prescriptions so this may be possible with little effort on your part. Ask your doctor to write for a 90-day supply so you have less trips to the pharmacy, which means less time standing in line.

19

Multitask When Making

Social Phone Calls: When making a social call, consider doing so while you clean a

bathroom, fold laundry, brown meat, or chop up veggies. Using speaker phone, or a hands free device while you multitask (select tasks that take little thought and that are automated for you) so you can catch up with a sibling, parent, or friend.

20

Cue Up Ebooks or a

Podcast: Before leaving the house, download ebooks or podcasts so while you are

waiting in a carpool line, sitting at the Dr's office, or standing in line somewhere, you can listen to or read what you've not been able to make time for otherwise. Always keep an extra set of earphones in your purse or car.

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Follow The Touch It Once Principal:

Put things back where they go once you are done using them. This saves time in two ways. First, you always know where the item is, because you put it back, so you don't have to spend time looking for it, and second, you don't spend time moving it from one place to another until you eventually put it away, or lose it, whichever comes first. This also applies to things such as laundry. If you sort your laundry by colors before you wash, keep the laundry sorted from the start. Remove the clothing, touch it once by putting it in the correct basket. We have baskets in our homes for white, darks, delicates and towels. When those items need to be place into a basket for washing I place it in the correct basket the first time. It's the one touch game! Besides, who wants to touch the dirty smelly laundry to get it sorted? Not me.


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Create a Bedtime Routine:

The best time saving routine for the night is one that shuts your phone and computer off, at least 30 minutes before bedtime. This "puts to sleep" texts or emails that you don't want on your brain giving attention to while you sleep. At least weekly, I miss a phone call or text that comes in after 9:30 pm because my phone shuts off and I intentionally shut and turn off my computer. If I didn't silence the notification, I would have answered and I could easily have spent 1-2 hours solving or figuring out a problem, or listening to the person about a "challenging dilemma". By waiting till morning (since I didn't even know there was a text or phone call) the problem is often already solved and I don't have to spend time on it at all. It becomes yesterday's news. Pun totally intended.



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Remove all Notifications

From Your Phone:

I know, just stay with me for a hot minute. How often do you get an SM notification, plan to “check it real quickly,” only to find yourself 25 minutes later just getting back to the task you were working on prior to the notification stealing your attention? Really, how often? This happens to most people several times a day. There’s only a few notifications that are a matter of life and death or keeping your job, and you may decide those are important. I’m encouraging you to find out which those are by turning off ALL notifications for at least 5 days. After that time is up, you will learn which notifications make the cut. Being intentional about which notifications you allow puts you in control of when you want to give your attention to social media and other apps on your phone.



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Limit Your Clothes Options:

Schedule some time to clean out your closet. Don’t do it the way you’ve done it previously though. This time, make an intentional goal to constrain the total number of outfits you keep in your closet. Most women wear the same 10 outfits over and over. This may not be the exact number for you, but again, it’s the principle. If you haven’t found a reason to wear an item in the past year, donate it. The less clothes options in your closet, the less time you spend trying to decide what to wear. The more organized your closet, you save time trying to find that one item that seems to get buried with all the others. To save even more time, you could consider an outfit schedule, (similar to the hair washing schedule), rotating your favorite 10 outfits in order. This saves time and makes it simple to decide what to wear in the morning.

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