

# Time Saving Tips

## Time Management Tips For Entrepreneurs

(NAPSA)—Juggling the responsibilities that come with owning your own business can be quite a feat—especially if you're a home-based entrepreneur. To succeed, it takes dedication, organization and above all, time management.

The Alliance for Affordable Services offers these tips to help home-based entrepreneurs manage their time more effectively:

- Establish ground rules with your family, particularly with your children;

- Determine your most productive time of the day and work during it;

- Limit the time you spend doing favors for friends and neighbors during work hours;

- Do not answer your home phone during work hours;

- Keep a detailed appointment book;

- Establish a specific routine to get work done; and

- Do not become homebound.

Becoming a captain of industry from your home has many advantages, provided you don't fall into time wasting traps. The best advice is to use common sense and discover the things that motivate you.

The Alliance for Affordable Services works on behalf of American families and entrepreneurs.

To learn more visit the Web site, [www.affordableservices.org](http://www.affordableservices.org).