Dale Carnegie®

How to Make More Hours in the Day

Time hacks to get clarity, cut noise, and reclaim hours every week.

dalecarnegie.co.uk

Feel like your days are running you? You're not alone...

88% of people wish they had more hours each day

89% never finish their to-do list

60% start their day already behind

The truth is you don't need more time. You need a better way to manage the time you already have!

Inside you'll learn about

1. Managing Your Day
2. Organising Your Workspace
3. Starting the Week Strong
4. Meetings (Fewer + Better)
5. Email, Messaging & Notifications
6. Switching Off (for Real)
7. Delegation & Saying No
8. Leveraging AI
9. Quick Wins: 20 Practical Tips

#1 Managing Your Day

- Pick your Top 3 priorities for the day (resist making a long list).
- Compare tasks to your actual available hours (is it realistic if you've a day full of meetings etc?).
- Block time for priorities first.
- Batch emails, calls, admin.
- Kill notifications during focus windows.
- End the day with a 3-min review + tomorrow's plan.

Managers Tip: Plan for interruptions. Add buffer time so your day matches reality, not wishful thinking.

#2 Organising Your Desk and Digital Workspace

Physical

- Keep your desk clear except for what you're working on today.
- Use simple trays/folders: Incoming, Action, Archive.

Digital

- Unsubscribe from low-value groups and auto-updates.
- Turn off non-essential notifications.
- Use a clean, intuitive folder structure and email filters.

#3 Start the Week Strong

- Plan on Friday PM or Sunday.
- Choose 5–7 weekly wins.
- Schedule big tasks early in the week.
- Account for meetings + interruptions.
- Block breaks and movement - protect your physical and mental well-being.

#4 Meetings (fewer + better)

- Only meet with a clear purpose and agenda.
- Cancel if it could be an email.
- Keep sessions tight: 25 or 50 minutes.
- Invite only the people who actually need to decide.
- Protect focus time by keeping meeting blocks contained.

#5 Emails, Messaging and Notifications

- Check emails less often - try to limit it to 2-3 times per day.
- Turn off push notifications.
- Use clear subject lines and lead with the ask.
- Route CCs and FYIs into a low-priority folder.
- Leave groups you don't need to be in.

#6 Switching Off (Holiday + After Hours)

Rest isn't a luxury, it's a performance tool .

Before you go:

- Prioritise the essentials.
- Brief people early.
- Create a clean handover.
- Write a decisive out-of-office.

While away:

- Turn off notifications.
- Build in micro-digital detoxes.
- Use Carnegie's simplicity:
  - Live in day-tight compartments.
  - What's the worst that can happen?.

Leaders Tip: Model the behaviour. Take your leave. Respect everyone else's

#7 Delegation and Saying No

Delegation isn't dumping work - it's building capability and freeing time for what matters.

Why delegate:

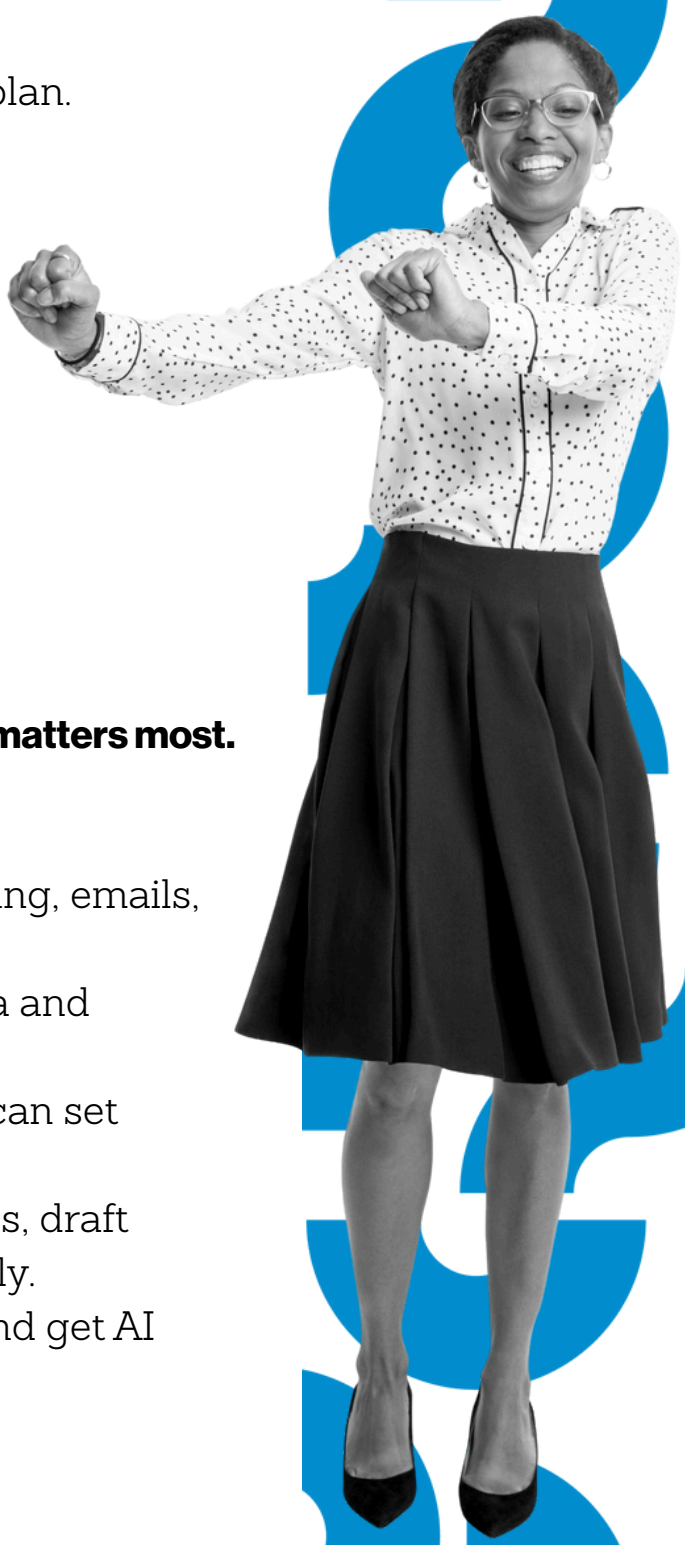
- Grows your team.
- Reduces bottlenecks.
- Creates development opportunities.

How to delegate well:

- Define the outcome - what success looks like.
- Give the context.
- Transfer ownership: let them build the plan.
- Support without micromanaging.
- Agree on light-touch checkpoints.

Saying no:

- Be firm, clear, and kind.
- Offer alternatives or a realistic timeline.



#8 Leveraging AI

AI can help you save time and focus on what matters most. Try these tips:

- Automate Tasks: Let AI handle scheduling, emails, or routine reports.
- Smart Decisions: Use AI to analyse data and uncover key insights.
- Prioritise & Remind: AI task managers can set reminders and rank priorities.
- Content & Research: Summarise articles, draft documents, or highlight research quickly.
- Improve Productivity: Track patterns and get AI suggestions to optimise your workflow.

#9 Quick Wins: 20 Practical Tips

1. Create weekly and daily lists.
2. Estimate how long tasks actually take.
3. Stick to three key items per day.
4. Review your day and plan tomorrow before you leave.
5. Count real hours once meetings are factored in.
6. Plan for interruptions.
7. Do the most important task first.
8. Use your natural energy peaks.
9. Batch similar tasks.
10. Block focus time.
11. Take breaks and move.
12. Share your working hours.
13. Turn off notifications when focusing.
14. Cancel meetings that could be emails.
15. Unsubscribe from unnecessary groups.
16. Separate work and personal phones.
17. Walk for calls.
18. Say no more often.
19. Delegate for development.
20. Use your annual leave
    - rest fuels performance.

Dale Carnegie Training

Long before social media, Dale Carnegie was the original influencer. His best-selling books, including How to Win Friends and Influence People, revolutionised the way people connect, communicate, and lead. From those timeless principles, he founded Dale Carnegie Training.

For over a century, we have been unlocking human potential and driving organisational success across the globe.
With more than 200 offices worldwide and training delivered in over 30 languages, we empower leaders and teams to perform at their best.

As pioneers of emotionally intelligent leadership, we help people build trust, inspire collaboration, and lead with authenticity.
Our transformational experiences move the needle on what matters to you most.

For information about Time Management, Delegation Workshops or any other individual or organisational development needs, contact your local office:

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