

# HARPERS

BUSINESS

50  
WAYS TO  
SAVE TIME

NEW YORK,  
PARIS, TOKYO...  
How to mix  
business  
& pleasure

BUY  
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BUY!

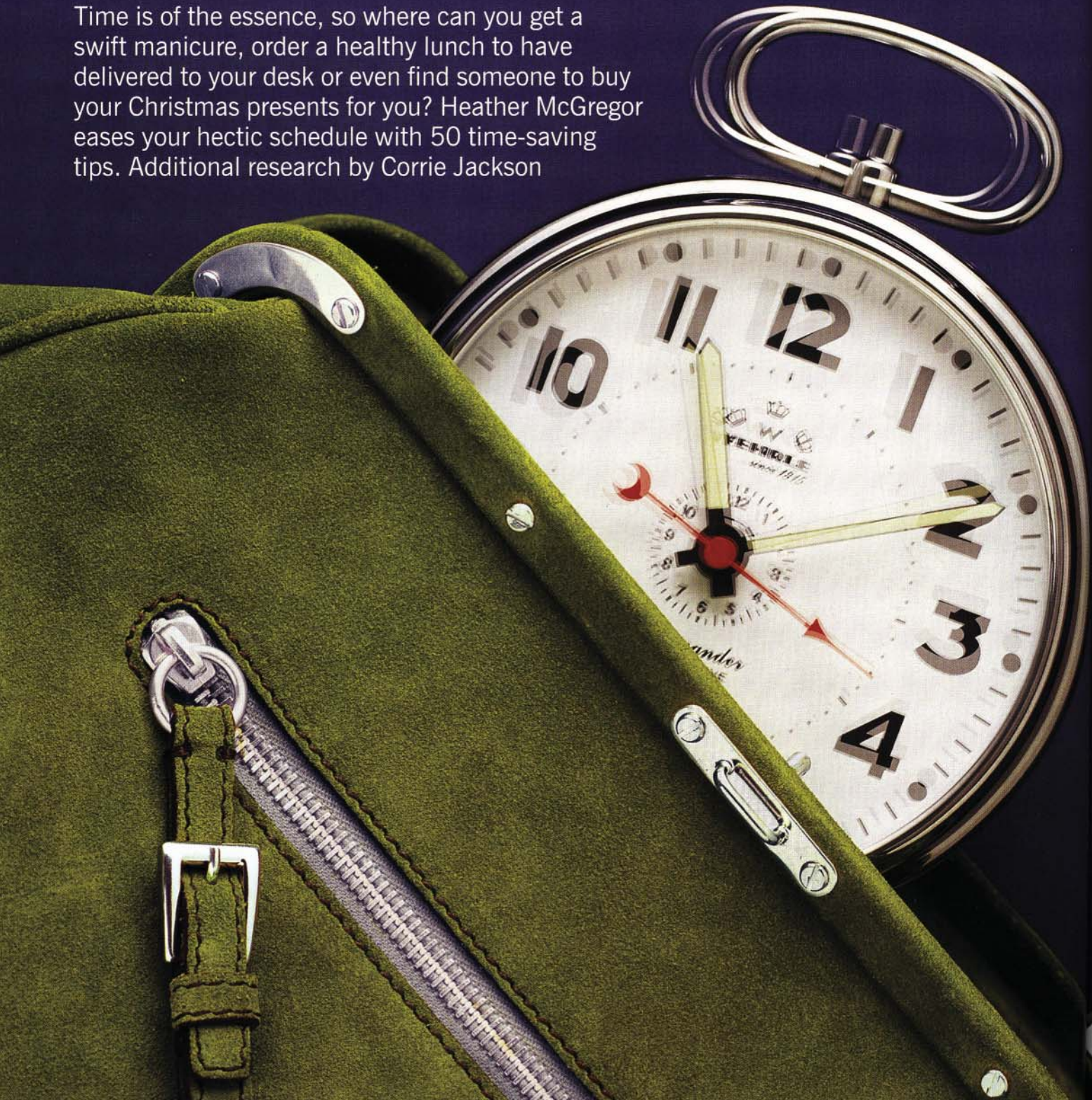
121 looks that do the business

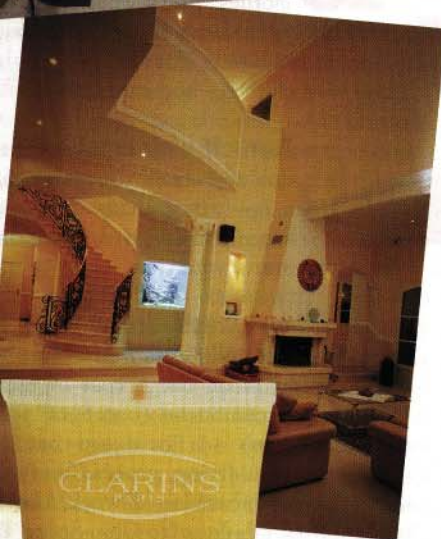
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# 50 WAYS TO SAVE TIME

Time is of the essence, so where can you get a swift manicure, order a healthy lunch to have delivered to your desk or even find someone to buy your Christmas presents for you? Heather McGregor eases your hectic schedule with 50 time-saving tips. Additional research by Corrie Jackson





Clockwise from above: get on your bike (Apollo Voyager '02, £124, from [www.halfords.com](http://www.halfords.com)). Write a to-do list. Use a direct courier. Hire a cook. Use Clarins One-Step Gentle Exfoliating Cleanser, £14.50. Take control of your lighting. Organise your domestic staff.

**1 Get someone else to take over.** Former Goldman Sachs employee Claire Brynteson has set up Buy-time (020 7498 7934; [www.buy-time.co.uk](http://www.buy-time.co.uk)) to take care of the menial tasks that you can't face. Just buy a block of time, hand over your to-do list, then do something more interesting. It costs £290 for 10 hours, or £500 for 20; there is no joining fee.

**2 Keep a bicycle at the office** to reach any nearby meetings you may have during the day. Not only will you avoid being caught in traffic, but you will also keep fit.

**3 Reorganise your domestic staff.** Greycoat Placements (020 7901 4949; [www.greycoatplacements.co.uk](http://www.greycoatplacements.co.uk)) sends someone to your home to discuss your staffing requirements. Instead of a nanny and a cleaner, why not elect to hire an au pair or housekeeper who will cook, do the shopping, keep an eye on the kids, and generally manage the everyday?

**4 Write a to-do list** in the evening and leave it by your bed, together with a pencil. If you wake up and think of something else, add it to your list. You'll worry less about remembering it,

and get more sleep. Jane Taylor, of interior architects Jane Taylor Designers, writes her to-do list on a Tungsten T Handheld M550 Palm, £299 at John Lewis (0845 604 9049; [www.johnlewis.com](http://www.johnlewis.com)). 'Crossing out the tasks when completed is the most therapeutic thing ever,' she says.

**5 Use a courier company that flies point to point** rather than through a hub. Midnite Express (020 8607 5530; [www.mnx.uk.com](http://www.mnx.uk.com)) prides itself on providing the fastest deliveries by air, sea or land. As well as charter-aircraft services, it offers a hand-carry option, where a person accompanies your package on the plane to its final destination.

**6 Cleanse, exfoliate and tone at the same time** with Clarins One-Step Gentle Exfoliating Cleanser, £14.50.

**7 Hire a cook** to do dinner parties for you. Sophie Richmond, an investment analyst with one of the UK's leading fund managers, recommends Joanna Eeles (07815 782518), who charges around £25 a head. Otherwise, try All in Hand (020 7736 5881; [www.allinhand.co.uk](http://www.allinhand.co.uk)), who can either send a professional chef to cook in your own kitchen or drop off a gourmet meal to your house. Staff can also be provided, leaving you more time to enjoy the party.

**8 Don't waste time** switching individual lights on and off. According to electronics guru Neal Taylor, Lutron's Grafik Eye

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