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Time Usage Tips: How to Get More Done Each Day!

Two Proven Techniques that Successful People Do to Double or Triple Their Time in a Day

They say that time is much more important than wealth. Most effective people think so. They know how to get more time in a day, and they have mastered the art of utilizing time effectively to do more productive things that contribute to their advancement or success. So how do they do it?

Proven Technique Number 1 - They delegate and assign simple routine tasks to other people so that they can have more free time to do as they please.

This is very elementary but of great significance. If you have the money, hire people to do the housework, the repairing and even some of your office jobs. Let others do the research. But of course, you have to reward them accordingly, so they will get motivated to render their services again.

You can then focus on the more important things in life, like planning and managing your activities.

Proven Technique Number 2 - They plan seriously.

The less time you think you have, the more critical it is for you to plan. By planning carefully, you'll be able to manage your time better and avoid costly mistakes that eat up much more of your time.

You might say that you're so busy you don't even have time to plan. Maybe you can insert some time planning while doing your other activities. The planning phase is very important in organizing your thoughts to carry out the desired effects.

You might say that this is boring stuff, but you should never underestimate this process. This is like a guideline to steer you into the right direction.

Your plan will be your road map. Spend enough time to ponder through the different approaches and activities, and you will soon realize that you can save a lot more time by doing this.

It will be best if you can choose a quiet place to make your plan. Your mind can focus and think more clearly this way.

Every individual has his unique perception of a well-made plan. There are no specific rules in making it. But in case you're in a tight situation, let me give you some tips.

1. Write down your objective. This is a precise definition of your target.
2. Brainstorm the strategies & tactics you will employ to accomplish your objective.
3. Assess the advantages & disadvantages of carrying out those strategies & choose those tactics where the pros outweigh the cons.
4. Set a timeline or deadline in completing your mission.
5. Make modifications & back-up plans in case Plan A doesn't work.
6. As your plan evolves, you will gain experience. Learn from your mistakes.

Most important of all, don't delay. Start applying what you have learned today, and have lots of great time!

Use Your Time Wisely!

When I was small, I have never considered the importance of time. I would just laze around, watch TV, lie in bed, and play video games. As I grew older, I thought about the things that I have achieved. To my surprise, I haven't accomplished a lot.

I resolved to myself that I will do things that will contribute to the benefit of mankind. I studied very hard and learned a lot of lessons from my experience. I lack self-confidence before, so I want to help other people overcome this predicament. I want to help anyone in need because it feels so good to solve other people's problems.

I urge you now to make the most use of your time. It may be joining a fundraising organization. You may also learn new skills or crafts. Create a goal and go for it!

Don't be a couch potato. Don't just sit around and be contented with the monotonous patterns of your daily activities.

Do something nice and give all your best to the fulfillment of a worthwhile endeavor. It will give you a very deep sense of happiness and satisfaction.

Some people complain that they don't have enough time to take action on their goals. They have to go to their 9 to 5 job, then when they go home they feel so tired all they can think about is watch TV, relax, and sleep.

I'm not saying that leisure is a no-no. In fact, everyone should take time out once in a while to recharge and revitalize their energy. The key is to have a balanced life. Set aside a fraction of your time to carry out your dreams and ambitions. Reserve some time to establish healthy relationships.

Ok, I hear you. You're saying that you really just can't budget your time?

Don't panic. Here are some time management tips.

1) If possible, do more than one thing at the same time.

Exercise while watching your favorite TV show. Listen to educational tapes while waiting for the bus.

Be forewarned! Never do this if it puts you at risk or in danger; for example, don't text while driving.

2) Don't do something later if it can be done concurrently with an activity at present.

If you're going to the market to buy some eggs, think of the other things that you have to purchase so that you don't have to return again.

If you have an appointment with the dentist today and you also have to go to the bank (which is near the dentist's clinic) at any day, schedule the two activities on the same day.

3) Be organized in everything that you do.

Put labels on bottles. Put similar files on one folder. Make a list of things you have to do for the day.

You can also use your mind to organize things you have to remember. Studies have shown that you could only retain information that fit between 5 to 9 categories at a time. This is the 7+-2 rule of Neurolinguistic Programming.

If you have many things to do, try to group related things together. You can combine activities such as reading books, listening to educational tapes, and watching training videos into a category such as "Education." Then you can group swimming, playing basketball, and paying fees for the gym in a category called "Fitness." Get the picture?

Time is one of our most valuable resources. Once lost, it can never be reclaimed. We must use time wisely for our development and advancement; so that when we are old, we can look back and recollect the pleasant memories and deeds that we have achieved. Time well spent is worth much more than gold.

Helpful Tips to Overcome Procrastination

Many among us have the habit of putting aside to a later time or day some things that needs to be done or acted upon like a project, work, job, or duty. For purposes of this discussion, we will confine ourselves to procrastination on repair works typically at home. It equates to other circumstances as well.

Procrastination is one habit that is hard to beat. We procrastinate for various reasons:

1. When we think that the work that needs to be done can afford to wait or be delayed.
2. When we are busy with something else we think is more important.
3. When we do not like the work involved or when it is difficult to do.
4. When we are not sure if the work that needs to be done will be effective.
5. When the things needed in the work are not yet available or incomplete.
6. When we forget about it.

And many other reasons like laziness or a combination of the above.

Hard to beat as it is, we stand to gain more and virtually loose nothing if we overturn this habit.

Check out these helpful tips:

1. When we think that a work can afford to be delayed, it can also afford not to be delayed. By having the work done without further delay, we feel a sigh of relief making the load of work on our back lesser or lighter, which eventually makes us feel better.
2. After being busy with something more important and you have time to spare, this spare time can be used to attend to the things on the pending list.
3. Delaying work that is difficult makes the work even more difficult. A leak on the roof may not be harmful if it doesn't rain; but once it rains, water goes into the house resulting in wet floors and carpets and eventually, the extent of damage could be more costly than can be imagined.
4. If you are not sure whether the work that needs to be done will be effective, seek advice from people who are more knowledgeable on this field. Procrastinating won't help.
5. Delayed work due to not having the right or sufficient materials will remain delayed unless or until you purchase the remaining items. Again, procrastinating won't help.

6. Make a list of all pending work that needs doing in the house and post it on the refrigerator door as a constant reminder to yourself.

Bottom line is:

We may feel lazy at times and tend to delay some work that needs our attention. It's understandable that 'starting' a job is the most difficult part, but once you have started, half of the job is already done and the second half will be easy.

Every time you feel like procrastinating, picture yourself and the job that needs to be done - like a prisoner wherein justice being delayed results in justice being denied!

4 Brilliant Tips to Speed Read Faster than Ever

Many people, particularly students, would love to be able to absorb information faster. But before retaining information, they have to go through the first stage of learning, which is reading.

For many individuals who are pressed for time, speed reading has become a necessity. However, it's not just the reading part that is important. Equally essential is for the reader to fully understand the words they take in.

Here are some great tips to read and comprehend faster.

1) Relax.

If you're in the stressed mode, it would be much more difficult to concentrate; hence, it would just be a lot harder for the information to sink in.

2) Know what you want.

Focus on the areas that you really need to learn. Some people read all parts of a book, when all they need to know is a specific chapter.

Know your priority. If you need to find out about a certain subject, go to the Table of Contents and search for the heading that best suits your need. If you need to learn more, then adjust accordingly. The important thing is to weed out the stuffs that you don't currently need.

3) Get rid of the structure words.

Did you know that around 60% of the words we read are structure words? Examples are the words "the, or, and." They are essential in the structure of the sentences; but when you ignore them, they basically mean the same thing. They only serve to beautify,

yet you can understand what you are reading even without them. Try not to focus too much attention on structure words.

4) Practice, practice, practice.

When I started exercising with weights, I can only lift the lighter ones. As the time goes by, I slowly add more and more weights as my body tends to adjust and become more comfortable carrying heavier ones.

The same concept goes for speed reading. Set a goal. Figure out how fast you can read, then create a plan to increase your ability.

If you can read 200 words per minute, set a goal to read 250 words a minute. After accomplishing this feat, set a goal to read 300 words per minute.

This takes time and practice, but the effort is all worth it. If this is your first time to set such a goal, read first those materials you are familiar with.

Carry on with more difficult ones as you progress. This way, you're not overwhelming yourself with understanding different new words and at the same time developing your speed reading skills.

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