

# Time for You

It's getting dark earlier, so a 24-hour day somehow feels shorter. Here, we help you rescue almost an hour so you can use it for what you really want—more sleep! BY ILISA COHEN

## 14 minutes saved... Pantry Raid

Skip that stop at the grocery store. Instead, use what's on hand—pantry staples and fridge leftovers—to whip up dinner. Got a jar of chopped roasted red peppers? Then you've got the makings of a meal, according to Cat Cora, author of *Cooking from the Hip*. Boil water for pasta, then heat 1 tablespoon olive oil in a large skillet. Add 1 (16-ounce) jar chopped roasted red peppers and 1 (8-ounce) can chopped tomatoes and cook 1 minute. Add  $\frac{1}{2}$  cups canned chicken stock, bring to a simmer and cook 3 minutes. Remove the skillet from the stove and let it sit 5 minutes. While it cools, cook 1 pound pasta and drain. When the tomato mixture is cool, whirl it in a blender until smooth. Pour it into the skillet; set over low heat. Pour pasta into a serving bowl, ladle on the sauce and ta-da! Dinner is served.

## 17 minutes saved... Au Revoir, Office

Kiss your cubicle goodbye ahead of schedule with time management tips from Laura Stack, author of *Leave the Office Earlier*. **Divide your day into mini deadlines.** Work on the most time-consuming tasks when you're least likely to get interrupted, and give yourself a goal time to finish each to-do. **End email tag.** Check your messages just twice a day to avoid constant interruptions. **Limit distractions.** Everyone does a little Web surfing or online shopping during the day. Concentrate on work for 90 minutes, and then give yourself a strict 15-minute break to reenergize instead of going to gossip blogs in the middle of a productive period.

## 25 minutes saved... Manicure to Go

Tired of wasting time watching paint dry? Save a trip to the nail salon with a DIY manicure. OPI Nic's Sticks Paint & Go Nail Lacquer is an easy pump-and-polish pen that nixes messy spills (\$7, opi.com). Pop it in your purse, then use it on the go for an easy way to make yourself perfectly pretty in a pinch.