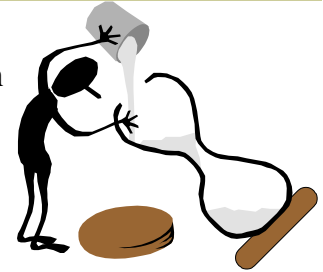


Not Enough Time?

Do you find yourself often saying, “there are just not enough hours in a day”? In the rush to do what you *have* to do each day, you may leave little or no time to do what you *want* to do. Try asking yourself if a particular activity is really worth the hours it requires. We must make the most effective use of our time and choose where to invest this precious and limited commodity. Then we can have a healthy, balanced life. Here are some tips for simplifying:



- Give yourself a break. Get rid of the need for perfection. A pizza for dinner will allow you to spend more time with your family.
- Pay bills using an automated withdrawal system whenever possible.
- End clutter. Don't keep clothes that you don't wear, books you won't read, or projects you can't finish.
- Look for ways to become better organized at home and at work. Make use of "to do" lists; they can help you stay on task.
- Encourage all family members to take responsibility and chip in with household chores.
- Take time everyday to open your mind to the moment. Forget *doing* and simply *be*.