



Less is More: Simplify!

If you feel like you're constantly being pulled in too many directions, it may be time to simplify. Cutting clutter may make it easier to balance your relationships, work schedule, and financial obligations — while still finding time for you! Try these suggestions:

- **Establish priorities.** Setting priorities will help you focus your energy on tasks that advance your short and long-term goals.
- **Use a calendar.** Tracking deadlines and commitments will help you manage your time. It may also help you streamline your schedule.
- **Say “no.”** Learning to say “no” when a commitment will stretch you too thin is an important aspect of good self-care. If you don't want to give up an opportunity, look for ways to compromise, such as meeting at a halfway location instead of driving all the way to a friend's house.
- **Focus.** Multitasking is a useful skill to have, but it isn't always productive. Set aside dedicated time to work on specific projects without interruption.
- **Cut clutter.** Determine which of your possessions are actually necessary. Consider giving away or disposing of items that you no longer need or use.



- **Organize.** Start with something small — a desk drawer, for example. Get rid of what you don't need and arrange the items you keep in a way that makes sense for you. Set aside a few hours a week or one day a month for organization projects.
- **Turn down the noise.** If you're not reading a magazine, newspaper, or electronic publication, drop the subscription. If you're easily distracted by music or the TV, turn them off when you're trying to concentrate.
- **Practice mindfulness.** Slow down long enough to recognize and appreciate the simple things in life. Try to stay in the moment and focus on what you are doing.

Simplifying may make it easier to manage a busy life. For more ideas on how to prioritize your time, contact LifeMatters.

1-800-634-6433

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