



## SIMPLIFY YOUR LIFE



95% of an individual's distress is self-induced. Clutter can be a source of stress and can be extremely distracting. On a typical workday, a person with a cluttered work area can spend 1½ hours looking for things or getting distracted. Over the course of a year . . . that's a month and a half of lost time!!! Organization is not glamorous but clutter is the companion of inefficiency. Make organization a priority and you'll find time is on your side! Here are a few suggestions to take the clutter out of your day . . .

**Cancel subscriptions to magazine you never read.** These add to the list of things you'd LIKE to do, but more importantly, they are a waste of your money!

**Set up automatic bill payments.** This will help eliminated late payments, save you time and save you money on postage.

**Say "NO" when necessary.** You can't protect your own priorities if you can't tell people NO. You can't please everyone so tell yourself that you don't have to take on every project or responsibility. Learn to say no by saying . . . "I'd love to, BUT . . ."

**Simplify your purse or wallet.** Take out those unused, unnecessary credit cards and other items you don't use.

**Consolidate your debt.** Combine your debts and search for one low interest rate. Not only will this save you money, but time.



The Medical  
Center of Plano