

# START DOING MORE BY DOING LESS

Looking for ways to calm your hectic lifestyle?  
Try these 30 ideas on for size:

- Think before you do.
- Say "no." (And don't feel guilty about it.)
- Fight the BIG battles.
- Ignore distractions.
- Avoid the drama.
- Ask for help.
- Don't look back.
- Never reinvent the wheel.
- Learn from others.
- Tell the truth.
- Combine similar tasks.
- Keep problems in perspective.
- Leave work at work.
- Appreciate what you have.
- Say "I'm sorry."
- Settle for excellence rather than perfection.
- Find a shortcut.
- Let it go.
- Learn from mistakes — yours and others.
- Plan for an emergency.
- Be honest with yourself.
- Prioritize.
- Learn the meaning of "enough."
- Unsubscribe.
- Know your limits.
- Think ahead.
- Delegate.
- Remember... you're human.
- Listen to your conscience.
- Just relax.



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