



Time Saving Tips

Constantly On The Go? Simplify Your Life

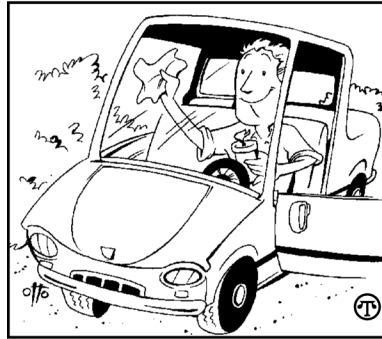
(NAPS)—“The secret of my success is,” claimed a popular song from the '80s, “I’m living 25 hours a day.”

The rest of us, however, are stuck with just 24 hours to get everything done. Fortunately, there are ways to make everyday tasks easier and more convenient to fit today’s busy lifestyles. Consider these tips to help you get organized and get things done:

- Use today’s technology to your advantage. Use a cell phone to check messages before you reach your destination and to return important calls while not at home or in the office. Putting technology to work for you saves time, keeps you accessible and allows flexibility in your schedule.

- Make daily to-do and standard reusable lists. These lists help prioritize the tasks you would like to get done each day. Keep these lists simple and have a reusable list of things that have to get done for routine activities in your life. For example, when going out of town, grab your “out of town” list and simply check off the items you know are important: thermostat turned down, lights on timers, computers unplugged, neighbors notified, etc. Store that list and others on your computer for reuse. Simply print and check off.

- Easily clean your car’s interior. We spend a lot of time in our cars, and we want them to be as clean as possible. Not only does it make us feel good to be in clean, clutter-free space, but it also makes us look organized and tidy. For example, grab an ARMOR ALL™ Cleaning, Protectant or Glass Wipe to keep your car looking like new—it only takes a second. Keep the container in the glove compartment so you can just pull a wipe, swipe down dusty or dirty areas



New cleaning and protecting wipes for the car are a quick and easy way to keep your car looking great all the time.

and toss it in the garbage. No cleaners or towels to mess with.

- Don’t have time to grab that special gift or to shop for groceries? Consider shopping on the Internet. Millions of Web sites help ensure that you can find what you need—and it can all be done from your home, the office, or even while on the road.

- Running around trying to get it all done so there’s no time for a good meal? Wrong! Cooking can be easy and fast when you put the microwave to use. Prepare great-tasting food in half the time and without the fuss. For some terrific microwave recipes and tips, go to www.goodnuke.com.

- Figure out if you’re a “morning person” or a “night person.” Each of us has a biological clock that lets us know certain times of day when we’re most alert and productive. You will be more efficient if you do your most difficult and demanding tasks during your high-energy hours. Leave phone calls or less-energy-required tasks for your down time.

These tips are brought to you by ARMOR ALL™ Wipes. For more information, visit the Web site at www.armorall.com.