

# Making The Most Of You

## Four Tips For Managing Your Life

(NAPSA)—Good news: from getting organized to maximizing your time, there are some easy ways to stay focused and achieve your goals.

- **What Areas Need the Most Work?** Watching a reality TV show may be more entertaining than cleaning the green film off the shower stall but it won't keep your home from becoming a biohazard. Establishing and sticking to priorities will help you spend less time worrying about what needs to be done and more time accomplishing your goals. Consider using Sunday evenings, when you normally mourn the end of the weekend, to go over weekly goals and priorities. This is a great way to stay focused on what you want to accomplish without getting ahead of yourself.

- **Cut Out the Junk.** If you're like many Americans, you keep possessions well beyond their usefulness. When neighbors begin mistaking your garage for abstract art, you have a problem. Consider selling old appliances, clothing and furniture that add clutter to your life; to avoid the hassle of a yard sale, use Web sites such as eBay and Craigslist to sell secondhand goods. One day you may even be able to park your car in the garage.

- **Get the Right Equipment.** Sometimes you just need the right tools to maximize your results. A good option is Microsoft Works Suite 2006, with something for everyone in the family. Works Suite includes six of Microsoft's most popular home software programs. You can keep a detailed list of your priorities in

Getting a grip on time, money and energy may be easier than many realize.



Microsoft Word 2002; organize upcoming projects and stay on schedule with Microsoft Works 8; and create, manage and track your budget using Microsoft Money 2006 Standard. In addition, the program includes Digital Image Standard 2006, software to help you organize, enhance and share digital photos. Encarta Encyclopedia Standard 2006 comes in handy for research; and Streets & Trips Essentials 2006 helps plan, chart and navigate that road trip you always said you would take. Visit <http://www.microsoft.com/works> for more information.

- **Give Someone Else a Spot.** Pledging to be more active in your community is an important goal. Instead of shying away from volunteer opportunities, make a point to reserve one day a month for charities or functions. Nonprofit organizations are flexible when it comes to working with volunteers.

None of these tips will take effect if you don't implement them into your daily routine. It only takes a couple days of procrastination before you're smothered by daily tasks and confused about what to do next. You will change your habits only by being proactive and setting constant reminders. Remember, Rome was not built in a day. By being patient with your progress and approaching your goals sooner than later, you may have some great accomplishments to celebrate.