

Understanding Yourself

When Change Is Good

by Katie Brown

(NAPSA)—If you've decided some change will do you good, there's good news: A little help can make it easier to drop your bad habits. Try telling family and friends that you've resolved to change something about yourself and ask for their encouragement.



Katie Brown

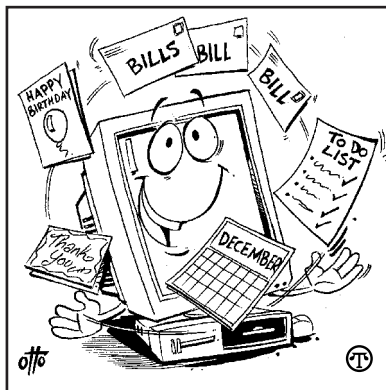
It may also help to look for creative ways to keep your goal on track.

For example, I use Microsoft Works Suite to stay organized (my personal challenge). It helps me in a number of ways:

- **What To Do**—The program has a handy to-do template. It helps me track daily tasks and household chores, such as cleaning the dreaded closet.

- **Skills With Bills**—It's been easier for me to stay on budget and track expenses since I started using Microsoft Money. I've been able to save money to buy new furniture and take a vacation.

- **Brain Candy**—I'm interested in traditions from other cultures. The program features Encyclopedia Encarta software that lets me learn about other countries. I also use it to pick up good tidbits



Organizing Computes—If you've promised yourself to be more organized, your PC may be able to help.

for planning menus and party themes.

- **Back On Track**—I promised myself I'd stop forgetting people's birthdays or other special occasions. I use the calendar in Works to track such dates. Then I use a program called Picture It! Photo to create personalized cards and thank you notes.

For more tips, visit the Web site: www.microsoft.com/katie.

Lifestyle expert Katie Brown is the author of the new book, Katie Brown Decorates: 6 Styles, 12 Rooms, 126 Projects.