

Time Saving Tips

Beat The Clock...Or At Least Tame It

(NAPSA)—Looking for ways to beat the clock—or at least make it a little friendlier? Follow these tips to save time, money and aggravation:

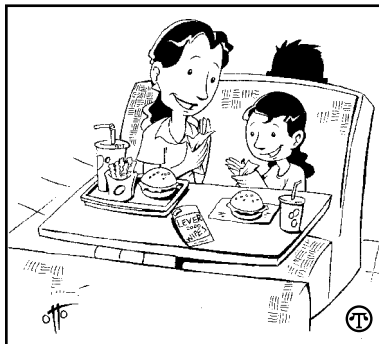
- **Bank, pay bills and shop online.**

- **Rearrange cabinets and closets** so the most frequently used items are in front and easily accessible and the stuff you don't use or wear has been thrown out or given away. Also, remember to delete old files from your computer's hard drive.

- **Use commuting time wisely.** Listen to educational or self-improvement tapes while traveling.

- **Travel light.** Pack clothes that can do double duty. For example, dark suits with matching pants and skirts can offer a variety of looks with few accessories. With fewer clothes to pack, you can use a carry-on bag and save the hassle of waiting at a luggage carousel. Also, opt for carefree fabrics, like knits, crepes, wools and synthetics, which don't need ironing.

- **Stay clean even when you can't get to a sink.** No soap or water in sight? New time-saving products like Lever 2000 Antibacterial Wipes (moisturizing with vitamin E) make on-the-spot washing of hands and face easy, especially during a day of shopping or before and after eating fast food. Keep a 40-count box in your car or a 15-



You can streamline your life with a little preparation and organization.

count pack at your desk, in your beach bag, picnic basket or lunchbox, even in your purse for quick clean-up.

- **Buy in bulk.** Purchase non-perishables—toiletries, paper goods, socks—in large quantities. You'll spend less time shopping and washing, and save money, too.

- **Don't let visitors to your office get too comfortable.** Remove extra chairs. The more relaxed people feel, the longer they'll hang around and the less you'll get done.

- **Plan ahead.** Decide what to wear the next day and lay out your clothes before going to bed. Do the same for your youngsters. Pack your lunch the night before and keep it in the refrigerator.

Keep these tips, from the experts at Lever 2000, in mind and you may find you have more time on your hands.