



# TIME SAVING TIPS

## Getting More Out Of Your Day

(NAPSA)—While it may be impossible to find more minutes in the day, it can be easy to get more out of those minutes. That's important, because many Americans say they are more pressed for time now than in the past. Experts offer these timesaving tips:

• **Household Chores**—No time to clean? Try setting a goal of cleaning for about 10 minutes each day. Make Mondays dusting days, Tuesdays vacuuming days, etc. Professional cleaners also suggest organizing the way you clean. They say to carry the cleaning supplies you'll be using with you from room to room to avoid having to run back and forth to get different products.

• **Friends and Family**—Can't find time to stay in touch? The Postal Service now lets people log on to their Internet service called NetPost CardStore ([www.usps.com/cardstore](http://www.usps.com/cardstore)) to design and send personalized greeting cards by mail, without leaving home. Users can also add a gift card to the greeting card. Retailers offering gift cards through the service include Bed, Bath & Beyond, Chili's, Circuit City, Lowe's, Barnes and Noble and a number of grocery stores. People designing their own greeting cards can use digital images from their own digital cameras (a family photo for a holiday card, for instance) or select from thousands of custom images and suggested greetings. They can also write their own personalized greeting. The custom card will be entered into the mail stream the following day.

• **Bills and Correspondence**—The USPS also offers a service called Click-N-Ship that lets people print mailing labels—with and without postage—and



**Mailing cards from your computer can help save valuable time.**

pay for postage online. The service can also provide free delivery confirmation service, and people can use it to buy content insurance or signature confirmation service. Postage can be paid by credit card, and users can calculate and compare rates online. Mailing labels can be printed on regular paper and glued or taped to a package, and they're available for all types of mail services offered (Priority Mail, Express Mail, etc.). An added bonus: People can use the Web to arrange for a letter carrier to pick up their outgoing mail at their homes.

• **Getting Organized**—Feel overwhelmed? Make a list. Psychologists say that taking a moment to organize your thoughts and to put upcoming tasks on paper can help keep a busy schedule from seeming like a hectic one. If you have a lot of errands to run, try to organize them geographically to cut down on driving time.

For more information, visit [www.usps.com](http://www.usps.com).