

Making Life Easier

On-The-Go Tips

(NAPSA)—Whether you're spending time at the office or are constantly on the move, there are some ways to make life easier while on-the-go. Try these tips:

- **Stay organized.** Use a calendar to write down all your engagements, addresses and phone numbers. Keeping all the information in one place can keep you from wasting time looking for it later.

- **Find your time wasters.** Keep track of the ways you waste time for one week. Do you spend 10 minutes finding your keys? If so, make a key hook by your door—and use it.

- **Make the most of your trips.** Knock a few items off your list on the way to work or at lunch, freeing up some night and weekend time.

- **Finish what you start.** When you work on a project from start to finish, it's one less item on the to-do list.

- **Readjust priorities.** Since you can't really do it all, re-evaluate which activities really need your time and focus.

- **Look for grab and go snacks to give you a lift.** *Kraft To Go!* snacks, which come in two cheese and cracker varieties, are a great source of calcium. They fit in your purse, briefcase or bag, and are great for women on-the-go who are looking for a wholesome, grab-and-go snack.

For more information, visit www.kraftfoods.com.