

Gain control of your time,  
stuff & space.

## Tips for Simplifying Your Life

- Eliminate as much clutter as you can stand.
- Set up online payments when ever possible.
- Use regular (non carbon) checks and a check register for the checks you need to write.
- Consolidate your credit cards.
- Buy clothes that do not need dry cleaning.
- Set personal standards for how clean you want your home.
- Answer the phone on your own terms.
- Toss all junk mail before you set the pile down.
- Don't read e-mail from people you don't know.
- Consolidate your lists.
- Plan your week.
- Schedule down time.
- Watch TV on your own terms.
- Minimize your magazine subscriptions.
- Make a decision and stick with it.
- Don't sweat the small stuff.
- Make one change at a time.
- Establish designated spots for all of your stuff.
- Seriously reevaluate your "shoulds".
- Create routine and consistency wherever you can.