

Busy & Stressed

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Synopsis

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Simplify your life so you can focus on things truly important to you. In other words, dispense with the trivial to concentrate on the important. If you do one thing at a time, you can get almost everything done in a day. If you multitask, you wind up behind and frustrated. *Busy & Stressed* will help you find ways to make life better through simplification and focus.

These are the subjects covered:

- Recording Your Current Schedule and Patterns of Behavior
- What You Record: Each Day and First Week
- Evaluate What You Learn: First Seven Days and First Week
- Evaluate What the Differences Are Between What You Thought and Learned
- Differentiating Between What Are Elective and Non-elective Activities
- Starting to Fix Your Life
- Be on Time and Do It Now
- Make the Calendar Work for You
- Addition through Subtraction
- Map Out Your Day and Days in General
- Keep Your Appointments and Return Your Emails and Calls
- Make Telephone Appointments
- Use the Internet to Simplify Your Life, from Bill Paying to Reunions
- Use Technology to Simplify and 13 Other Tips to Create More White Space in Your Life

This product is part of the Simply Magazine Lifestyle series.

Reader's comments

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