

LifeMatters®

A Newsletter from Your EAP and WorkLife Service

Less is More: Simplify Your Life

If you feel like you're constantly being pulled in too many directions, it may be time to simplify.

Living a more simple life may make it easier to balance your relationships, work schedule, and financial obligations and still find time for you. Here are some ideas on how to simplify:

- **Establish priorities.** Consider your values and the goals you want to achieve. Put your efforts into what will advance these goals. Setting priorities will help to keep your energy focused on what's important to you.
- **Say "no."** Sometimes life gets unmanageable because we overcommit. Learn to say no when an obligation will stretch you too thin or ask for a compromise (such as

meeting at a halfway location instead of driving all the way to a friend's house).

- **Use a calendar.** Tracking deadlines and obligations will help you manage your time. It may also help you determine how to streamline your schedule.
- **Focus.** Multitasking is a useful skill to have, but it's not always productive. Set aside dedicated time for completing specific projects without interruption.
- **Get organized.** Start with something small, like a desk drawer. Get rid of what you don't need and rearrange what you do in a way that works for you. Try to go through one area per week or set aside one day a month for organization.

- **Cut clutter.** Go through your house and figure out which of your possessions are actually necessary. Consider giving away or disposing of items that you no longer need.
- **Turn down the noise.** Discontinue subscriptions to magazines, newspapers, or e-zines that you don't have time to read. Leave the radio or TV off unless you are actually paying attention to what's playing.
- **Practice mindfulness.** Slow down long enough to recognize and appreciate the simple things in life. Work on being in the moment and focusing your energy on what you are doing, not on past events or future plans.

Finding ways to simplify may make it easier to handle life's complications. For more ideas on how to make simplicity a priority, contact LifeMatters.

Source: Krames Staywell



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