



Making Life Simple Again



When a friend calls to ask for a favor, do you say yes even though it's your only night of the week to relax? Are you overwhelmed by stacks of papers at work and even more clutter at home? If these examples cause you stress, it's time to simplify. By taking away what is unnecessary, you can enjoy what matters most. For some people, it's limiting commitments and for others it's reducing clutter and cleaning up. Read useful tips and information about finding time for yourself and organizing your life in this month's packet *Making Life Simple Again*.

- Learn how to say "no" to obligations.
- Discover the "Dynamic Dozen" strategies for using your time.
- Find out the four key steps to beating procrastination.
- Read about the best ways to get and stay clutter free.

Here's how to obtain ***Making Life Simple Again***, your free packet of articles for **City of Dallas**:

- Visit our web Newsletter at www.liveandworkwell.com, Access Code **12215**
- E-mail us at wsd_articles@uhc.com. (Be sure to mention the packet name.)
- Call the automated Materials Request Line **1-877-318-9400**.

Life Resource Counselors are always available to listen and speak with you 24 hours a day, 365 days a year. Call **(866) 222-3757**

Find more helpful information and resource links on the home page of www.liveandworkwell.com. Click on Find Resources or Use a Tool.

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