

Interstate Today

Helpful Reminders from Interstate Printing Company

Keeping Your New Year's Resolution

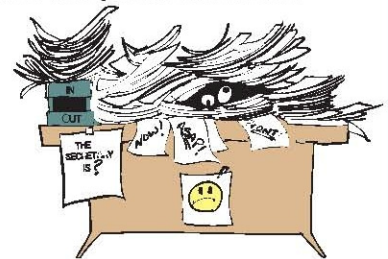
Chances are, at some time in your life, you've made a New Year's Resolution—and then broken it. This year, stop the cycle of resolving to make change, but then not following through.

- 1. Be realistic:** The surest way to fall short of your goal is to make your goal unattainable.
- 2. Plan ahead:** Don't make your resolution on New Year's Eve. If you wait until the last minute, it will be based on your mind-set that particular day.
- 3. Outline your plan:** Decide how you will deal with the temptation to skip that exercise class or have one more cigarette.
- 4. Make a "pro" and "con" list:** It may help to see a list of items on paper to keep your motivation strong.
- 5. Talk about it:** Don't keep your resolution a secret. The best case scenario is to find yourself a buddy who shares your New Year's resolution and motivate each other.
- 6. Reward yourself:** Celebrate your success by treating yourself to something that does not contradict your resolution.
- 7. Track your progress:** Keep track of each small success you make toward reaching your larger goal. Short-term goals are easier to keep, and small accomplishments will help keep you motivated.
- 8. Don't beat yourself up:** Obsessing over the occasional slip won't help you achieve your goal. Do the best you can each day, and take each day one at a time.
- 9. Stick to it:** Experts say it takes about 21 days for a new activity, such as exercising, to become a habit, and 6 months for it to become part of your personality. Your new healthful habits will become second-nature in no time.
- 10. Keep trying:** If your resolution has totally run out of steam by mid-February, don't despair. Start over again!

Simplify: The Key to Smarter Working

Efficiency at work is more important than ever in these days of budget cutbacks and ever-growing productivity demands. One of the key elements of working smarter is simplifying the way you work, and where you work. Here are some tips:

- **Schedule routine tasks into four segments:** early morning, late morning, early afternoon and late afternoon. Decide which tasks you perform best at what time of day.
- **Organize your workspace.** Remove from your space anything that you don't need constant access to, like a stapler or three-hole punch. Keep papers in appropriate baskets: pending, action, active project or to be filed. Deal with paperwork when you do administrative work.
- **Keep a to-do list** to manage projects and activities. The list can help you maintain a focused list of priorities.



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