



## **"SIMPLIFY GUIDE"**

52 Ways to Simplify Your Life

One for every week of the year!

### **Focus**

- 1)** Take the time to set goals that balance, ambition with contentment.  
(1Tim 6:6)
- 2)** Take the time to develop your Dream, Vision, Commitment, Goal, Mission and Destiny for your life. Peter J Daniels Destiny Program is ideal.
- 3)** Focus on what you want to achieve and if it's in God's will, the sky is the limit. Ben Franklin said most of us stop dreaming and die at age 25.
- 4)** Keep your word to yourself. It's amazing that we will keep commitments to others but we lie to ourselves over and over.
- 5)** Create good habits and qualities like those mentioned in Galatians 5:22. They are: love, joy, patience, kindness, goodness, faithfulness, gentleness, and self control.
- 6)** Eliminate bad habits by replacing them with good habits. Then as Peter J Daniels said "Never, never, never make exceptions."

- 7)** Pick up a copy of Dan Millers book *48 Days to the Work You Love*. Then find the work you love.
- 8)** Work for residual income part time, while you work full time at your job. It's hard to simplify your life if every dollar you make is linear- trading time for money.
- 9)** Take a good comprehensive liquid nutraceutical for your daily intake of minerals, vitamins, antioxidants, and essential fatty acids. We take and distribute a product called Vibe from Eniva Corporation.
- 10)** Exercise five to six days per week. Even if it's as simple as walking with your spouse and children, stretching, or combining strength and cardio workouts.
- 11)** Start a community group. Follow the plans laid out by Randy Frazee in his books *The Connecting Church* and *Making Room for Life*.
- 12)** Take vacations and don't miss important family events. Go on a mission trip or take short trips to business seminars to sharpen your ax.
- 13)** Cut back on children's and adult sports. Limit them to one or two nights per week so you can create margin in your life.
- 14)** Listen to motivational tapes and read inspirational books. Your mind is like a garden- it must be cultivated. Garbage in = Garbage out.

## **Organize**

- 15)** Declutter your home and keep only what you currently use or will use in the near future. This is a huge step in simplifying your life. **(See our Simplify Your Home Guide)**
- 16)** Put everything back in its home when you're finished with it. Eliminating clutter reduces housework by 40%.
- 17)** Choose minimalistic and functionalistic furnishings for your home and business. Less physical clutter will lead to less mental clutter. **(See our Simplify Your Home Guide)**
- 18)** Clean your desk at the end of each work day. Your attitude will be positive and upbeat if you can wake in the morning and not feel overwhelmed by the clutter and the work you **think** it represents.
- 19)** Plan meals in advance. Standardize your meals, and use slow cooked meals on days when no one feels like cooking.
- 20)** Never shop around for inexpensive items like groceries and never go to 3 places to shop just to save a nickel. Time is money.
- 21)** Don't shop gas prices. Sure we buy gas at Costco when we're there and we save a few dollars on a fill up, but how many times have you heard of someone driving 10 miles away to save 10 cents on gas. On a 20 gallon fill up you just broke even- do the math yourself if you don't believe me. 10 miles each way makes 20 miles x \$3.00 per gallon. Most

cars get around 20-25 miles per gallon. So you saved \$2.00 ( $\$.10 \times 20$  gallon tank = \$2.00) but you used 2/3 gallon to get there. 2/3 a gallon of gas is, you guessed it \$2.00. Reading through this example was about as futile as shopping gas prices.

- 22)** Save! "If you do not save the seed of success is not in you"... Peter J Daniels. When it rains or pours, use your reserves. It's biblical just look to the story of Joseph and Pharaoh.
- 23)** Give your money away with a cheerful heart (2 Cor 9:7). Start with your local church and a 10% tithe, and then consider special gifts and offerings.
- 24)** Use a bill paying and filing system for both your personal finances and your business finances. **(See our Simplify Your Finances Guide)**
- 25)** Pay bills on time and avoid having too many bank accounts or credit cards. Use a good ledger book or a program like Quicken to manage your cash flow and budget. **(See our Simplify Your Finances Guide)**

### **Plan**

- 26)** Think one step ahead of your current position. If you are going on an appointment or to run an errand, think of what else you might do in the same area.
- 27)** Plan one step ahead. If this happens, I'll need this as well. Having two small children has helped me develop this discipline.

- 28)** Keep a detailed calendar for this year and next year. We are creatures of habit and our calendars reflect that.
- 29)** Plan your week one week in advance. I learned this technique from Frank Bettger's book *How I Raised Myself from Failure to Success in Selling*.
- 30)** Use a **Model Week** to allocate your time toward meeting your goals. A **Model Week** has the times when I handle routine items and the times I've blocked out to work on specific projects.
- 31)** Put tight controls on your time so that you have margin in your life for the important things like your relationship with the Lord, service to others, and time with loved ones.
- 32)** Schedule appointments in this way "would 11:00AM on Tuesday work for you or would Thursday at 5:30PM be better". If you need to meet customers or conduct appointments after normal business hours do it consistently one evening per week or every other Saturday.
- 33)** Use a system for achieving tasks and planning your time and priorities. It's not always paramount which system but that you follow **a** system.
- 34)** Prioritize your top six activities each day. Start on the first task and don't move on to the next until you've finished the first.
- 35)** Write everything down. As I mentioned earlier I write down everything on my pocket notepad or in my Simplified Solutions Planner.

**36)** Carry a small notepad that fits in your back pocket or small purse.

Since it's small you'll always have it with you, while you may not always have your planner.

**37)** Focus on one task at a time. Multitasking is defined by Webster's

Dictionary as the performance of multiple tasks at one time. I take notice that the definition doesn't say what kind of performance. It just states performance.

**38)** Say **no** a lot more than you say yes. If you learn to say no to favors, to meetings, and to events, you will have margin in your life. If you cannot say no you will not have margin.

### **Act**

**39)** Look for ways to constantly improve your efficiency and effectiveness.

Take a step back and ask these questions. Is there an easier way to handle this task? Why are we still doing this task, is it even necessary? How can I simplify this task? How can I make this more routine or habitual?

**40)** Don't try to do everything yourself. Understand opportunity cost. If you earn \$40,000 per year, then what you're doing needs to save you more than \$20 per hour.

**41)** Understand opportunity cost. If you make \$25 per hour, \$50,000 per year, and you stop because you see a great deal on gas (with a half full

tank) you just saved \$1.00 or \$2.00 on the gas and spent \$6.50 of your time.

- 42)** Deliver big time service and value so you can take the posture I mentioned in #31 and #32.
- 43)** Don't allow for all the interruptions. If the average person answered every phone call and email in a given day he/she would experience at least 50 interruptions.
- 44)** Set two designated times each day to return phone calls and emails.
- 45)** Don't read emails or listen to voice mails first thing in the morning, doing so can get you into emergency mode too early. Start your day gradually.
- 46)** Handle what you can over the phone, email, fax or Web. Use face-to-face meetings for training, sales, and networking.
- 47)** Avoid peak times in coffee shops, restaurants, and café's. You will save time and your sanity if you'll follow this prescription.
- 48)** Start meetings, appointments, bible studies, and everything else on time and end them on time.
- 49)** Be on time or even a little early because that's when the real networking takes place. Don't punish the punctual my friend Tim Meiners says.
- 50)** Put all of your contacts into one database, spreadsheet, or day planner.

- 51)** Communicate with your contacts frequently through a variety of methods: postcard, email, newsletter, and appreciation events.
- 52)** Don't let anyone steal your joy. Someone once said "Happiness depends on happenings, but joy depends on Jesus!"

Bryce Raley

Professional Organizer/Business Consultant

For help on your specific needs call for a free consultation. Show this guide and receive \$75 off one of our organizing packages.

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