



*"Today, a new sun rises for me;
everything lives, everything is animated,
everything seems to speak to me of my passion,
everything invites me to cherish it."*

—Anne De Lenclos, A Teacher of Love

TipSheets

- Desktop Management
- This Way... That Way... Over Here!
- Manage Stress
- Manage the Cost of Time
- Plan It To Happen
- Effective Tools Kept Sharp
- How Can Life Be Simple
- Photo Organizing
- Safety First
- Clean Sweep

For a complete list of *TipSheets* check out the "Learning Campus"

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A Beacon of Light

Thomas Kinkadee paints a world of tranquil beauty through strategically placed shimmering lights. Kinkadee is also an author, and in his book *Lightposts for Living* he states that he believes most people vicariously experience simplicity through books and paintings without ever realizing the possibilities that exist in their own life.

Simplicity is more than reading about and yearning for the good old days. Simplicity involves choices. You can choose the trappings of the frenzied rush or seek serenity. You can choose to take on more commitments or learn to say 'no' to activities that drain your energy and motivation. You can choose to accumulate more stuff or recognize when enough is enough. As Kinkadee believes, you can consciously choose to turn on the beacon of light in your life and experience joy every day.

The principle concept of simple living is to cultivate an attitude of gratitude and find pleasure in the abundance of what is already yours. Why struggle to find happiness when all it takes is making a decision to joyfully experience the light that surrounds you. It is a choice to live simply, yet abundantly.

Every day be cognizant of the fact that it is the little things in life that add the greatest joy. Give yourself permission to take a break and indulge in simple pleasures. It may be taking fifteen minutes to enjoy an impromptu conversation with a neighbor or popping in your favorite music and singing along. It may be reading a story to a child or lounging in the tub for a half hour. It may be meditating beside a waterfall, knitting a scarf or discovering bugs under a rock. All you have to do is just open your eyes and notice the beauty and simple wonders and your heart will overflow with gladness. Be ready to receive the gift of light and joy.

Simple living is a choice and it is yours. Decide today if you are truly choosing simple pleasures or living vicariously through someone else's words or pictures.

The Challenge

It takes 21 consecutive days to make or break a habit. So start today to establish a mental workout that increases gratitude. Make a list of all the people you love to be around. Write down all the items you thankfully possess—items that are useful or bring beauty into your life. Be open to see and experience the treasures of life.

Stop complaining. Complaining bogs you down and saps your energy while you drag others down with you. Complaining about the mess you are in or the disorganization around you or all the things you do not have and cannot afford will do nothing to change the situation. Moaning and groaning just brings forth more moaning and groaning. Negative energy creates a downward spiral and quickly extinguishes the possibilities of light.

Instead of waiting for things to get better, be grateful for your life as it is right now. Wake up each morning with a brighter attitude. Smile! Focus on the opportunities that are already evident. You deserve a beacon of light in your life. Begin today to choose simplicity over complication!



Top Ten Tips to Manage Stress

Not too long ago *stress* referred to the diminished structural integrity of bridges. Today, *stress* is part of a society where there is too much to do, too little time, too many demands, and mountains of information. Stress is evident in a multitude of physical ailments—ulcers, headaches, high blood pressure and heart attacks to name a few. Americans spend over \$4 billion a year on over-the-counter pain relievers for headaches. Prevention costs nothing.

This TipSheet presents and amplifies the top ten tips to manage stress on a daily basis. It is packed with ideas to help you reduce and even eliminate stress. Those individuals who know how to control stress are apt to have more enthusiasm, work smarter and be more productive. Stress less and enjoy life more. Check it out!

<http://www.organizingresources.com/tipsheets/2103land.htm>

“The thoughts we choose to think are the tools we use to paint the canvas of our lives.

-- Louise Hay