



Simplify TM Your Life

**How to simplify your life in a world
getting more complicated every day**

Volume I

By Steve Felix



Simplify TM Your Life

I have learned, sometimes the hard way, that there are things I can do to complicate my life or simplify my life. Many people, when hearing the word 'Simplify', like it immediately because they understand what it means. The most frequent response is 'Oh, Simplify my life? Please tell me how". So, this series of 'Simplify Your Life' pamphlets was born. And while I don't claim that these suggestions are right for everyone, I have found that they work for me. I hope you find something that helps you. Please feel free to forward this to anyone who might benefit from Simplifying their life. Thanks.

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Chapter One

Simplicate TM Your Life: At Work



Simplicate TM :

It's Just A Job

For many of us the better part of our week is spent at work. No matter what type of situation you work in (small, medium or large company) there are things every day that come up and depending on how you handle them you can either Simplificate or not.

Simplicate Takeaway : Keep things in perspective.

Simplicate™ : Don't fight City Hall

When things don't go your way, don't fight them. If it's a big issue, think through the ramifications of any action. Also consider what will happen if you don't take any action. This will Simplificate™ your life big time.

Simplicate Takeaway : When necessary accept defeat graciously.



Simplicate TM : Don't fight things (2)

Some people like making trouble. If you react, they win and are happy but you're not. Try not to react without thinking first. Don't let people goad you into something that is self-destructive. This will Simplificate TM your life.

Simplicate Takeaway : Do not let others goad you into an 'iffy' course of action.



Simplicate TM : Always Do Your Best

There is only so much each of us can do in a day. When you go to work and do your best every day you will reduce self induced pressure and Simplificate your life.

Simplicate Takeaway : Always do your best.



Simplicate TM : Stay out of trouble

Be aware of people who are toxic and don't let them contaminate you. If you can avoid them, do so. If you must deal with toxic people, recognize their intent and manage the situation in a way that is best for you. Do not let the conversation stray from the subject.

Simplicate Takeaway: When dealing with toxic people, keep the conversation restricted to the subject at hand.



Simplicate TM : Stay out of trouble (2)

If someone is doing things to try to antagonize you, ignore them. It will **Simplicate TM** your life and frustrate them if you don't react. In time they will stop. They may try again but if you handle it right they'll realize they can't manipulate you.

Simplicate Takeaway: Stop reacting to antagonism and take back control.



Simplicate TM : Don't let little things get to you.

There are big issues and there are daily irritations. Simplicate your life by focusing on the big issues. The daily irritations will either take care of themselves or you will realize they are so minor that they no longer matter.

Simplicate Takeaway: Focus on the big issues.

Simplicate™ : Don't Gossip

Simplicate your life at work and don't gossip or spread rumors. Very often the gossip is false, and participating is a waste of time and serves no useful purpose.

Simplicate Takeaway: Stay away from people who gossip.



Simplicate TM : Be a team player

Being a team player can Simplificate TM your life at work. You know how it feels to work with others who are cooperative so it's easy to know how to be one yourself.

Simplicate Takeaway: Be a supportive and contributing member of the team.



Simplicate TM : Do nothing.

If you're asked to do something and you feel it is inappropriate or unnecessary, don't do it. Reacting to things too quickly or too early is not good. Doing nothing give you time to sort things out or let things sort themselves out.

**Simplicate Takeaway: Sometimes you can
Simplicate TM your life by doing nothing and
waiting.**



Chapter Two

Simplicate TM Your Life: At Home



Simplicate TM : Keep in Touch

Your home is your anchor. Don't take it for granted. If you travel, stay in touch with your spouse, significant other and especially your children.

Simplicate Takeaway: Be clear about how and when you will keep in touch when away from home.



Simplicate TM : Remember to Remember

Ordinary things fill up our day. These can be work, children, chores etc. But your home needs attention. Don't forget about those at home supporting your efforts allowing you do do what must be done.

Simplicate Takeaway: Remember to appreciate the efforts of those who support you on a daily basis.



Simplicate™ : Keeping The Peace

Home is the sanctuary you create and inhabit with your life partner. When you are out in the world doing your own thing it is easy to get so busy that you might neglect your partner. Remember to show them your appreciation both for what they do and who they are.

Simplicate Takeaway: Share your appreciation for what you have.



Simplicate TM : Be Honest

You may be able to fool some of the people you deal with but you can't fool those at your home. They know you, the good and the bad.

Simplicate Takeaway: Tell the truth. Be honest and show your partner respect by recognizing that you can't fool them.



Simplicate TM : Be Considerate

Think from the other persons' perspective before doing something or saying something. How would it feel to be them? It's simple consideration for the other person that makes the difference.

Simplicate Takeaway: Consider the other person's perspective.



Simplicate TM : When you are at home, be home

Try this: Turn off your cell phone and don't answer business related calls over the weekend. When you're at home, be home. Enjoy your place. Try not to do work (except if absolutely unavoidable). After all, what is really important?

Simplicate Takeaway: Unplug.



Simplicate TM : Be appreciative and show it

Show your appreciation when someone does for something for you. Just a simple 'thank you' goes a long way. Of course, to go a little further, flowers, inviting them out to lunch or dinner, or sending a nice card shows you appreciate their effort.

Simplicate Takeaway: Say thank you.



Chapter Three

Simplicate TM Your Life: On The Road Again



Simplicate TM : Travel Simplicators

Travelling can be stressful (especially air travel today) but there are certain things you can do to de-stress even the most challenging things about travel.



Simplicate TM : Don't schlep your luggage

Whenever you can, have someone else handle your luggage for you. Use red caps and bellmen. For a buck a bag it'll Simplicate TM your life.

Simplicate Takeaway: When possible, have someone else handle your luggage.

Simplicate™ : Don't schlep your luggage (2)

If you must handle your own luggage consider packing two smaller bags rather than one large, very heavy bag. This way if you do have to manage on your own you will be able to lift the bags more easily.

Simplicate Takeaway: Two small bags are better than one large one.

Simplicate TM : Don't schlep your luggage (3)

Many airports now offer curbside check-in of baggage. You can check your luggage at the terminal before you park your car in many long-term parking lot. Then ride the bus to the terminal with just your carry-on. It will Simplificate TM your life.

Simplicate Takeaway: Allow yourself enough time to check your luggage curbside before parking the car.

Simplicate™ : Arrive Early

Getting to the airport early makes for a more relaxed experience. There are decent restaurants in most airports and usually lots of shops. Frequent flyers should consider investing in a membership club with lounge privileges. It's worth it.

Simplicate Takeaway: Arrive at the airport to minimize stress.



Simplicate™ : Check Your Luggage

Carrying your suitcase on the plane is stressful. If on arrival you have a short window to catch a bus or make it to a meeting, that's a different story. But generally, checking your bag makes for a more peaceful flight (and you don't have to battle people for the overhead compartment or worry that they're going to squash your coat or hat).

Simplicate Takeaway: Whenever possible check your luggage.



Simplicate TM : Watch the Show

Airports are great places for people watching. Do you really have that many urgent things to do that you have to be on your mobile phone continually? Take some time just to watch the scenery. Real life is much more entertaining than any movie.

Simplicate Takeaway: Take some time out to observe the world around you.



Simplicate TM : Don't let little things get to you

Travel offers dozens of opportunities that can piss you off. If you let them, you'll be more stressed out. Most of these things are out of your control. To **Simplicate TM** your life, go with the flow. Try it.

Simplicate Takeaway: Accept the things you cannot change.



Simplicate TM : What's the rush?

Try to schedule your trip so that you're not rushing to the airport, running off the plane, jumping into a cab, arriving just in time (or a little late) for a meeting and then rushing back again. Rushing creates stress.

Simplicate Takeaway: Always allow time for unexpected delays.

Simplicate™ : Leave Early

Today, missing your flight is not a good thing. The airlines have made it generally more difficult (and there are less flights). So, don't chance it. Leave yourself plenty of time to get to the airport. If you have extra time then you can make phone calls, read, people watch, eat or just daydream.

Simplicate Takeaway: Prepare in advance to get to the airport early.



Simplicate TM : It's only an airplane

More and more airlines provide few if any services. Know what to expect and plan ahead. Bring your own snacks, reading materials and games. The same applies if you are travelling with children. You can make your experience what you want; just remember it's not The Ritz; it's just an airplane.

Simplicate Takeaway: Plan ahead for the flight. Do not rely on the airline to entertain or feed you.



Simplicate TM : It's only an airplane (2)

Those frequent fliers who get to upgrade to business or first class should remember: you're flying on an airplane. It's not a first class hotel. Accept the service, free drinks and food graciously. Be polite to the flight attendants. Using common courtesy will Simplificate your life.

Simplicate Takeaway: Show common courtesy.



Simplicate TM : Plan Ahead

The airline industry is changing (again).

Find out if any meal will be served on your flight. If not, bring something on-board for yourself. If you're like me, when you get hungry you get cranky. Being stuck in a plane hungry is not fun. No way. **Simplicate TM**. Bring a snack on board.

**Simplicate Takeaway: Self cater on flights.
Bring your own food.**



Chapter Four

Simplicate TM Your Life: When You Drive



Simplicate TM : Drive with a smile

Drive with a smile. Smiling is very powerful medicine. It can take a stressful situation (like most driving in the U.S.) and smooth it out for you. Smiling while you drive helps Simplicate TM your life.

Simplicate Takeaway: Drive with a smile.



Simplify™ : Do not tailgate

Do not tailgate. It causes stress. Maintain a safe distance between cars. If someone in front of you is driving slower than you like, pass them. If it's a non-passing zone, turn on the radio and sing along. It will help you Simplify™ your life.

Simplify Takeaway: Avoid dangerous situations and drivers.



Simplicate TM : Be Kind

Be kind to other drivers. After all, what difference does another car or two getting in front of you mean in the grand scheme of things. This attitude adjustment will Simplificate TM your life.

Simplicate Takeaway: Be courteous to others.



Simplicate TM : Plan your exit early

Plan your exit early. Don't wait until the last minute and stress out or worse do a radical move to get over to your exit. This maneuver will Simplificate TM your life and that of other drivers as well.

Simplicate Takeaway: Plan ahead and know where you are going.



Simplicate TM : Use Your Directional Signals

Use your directional signals. This is an indication, to other drivers, of your intentions. It will Simplificate TM their lives and yours and be much safer and less stressful.

Simplicate Takeaway: Use your directional signals.



Simplicate TM : Be Considerate

Be considerate. Think of the other person (it could be you). Driving considerately not only simplicates your life, it also simplicates someone else's life too.

Simplicate Takeaway: Be considerate of the other drivers.



Simplicate TM : Drive with the flow

Drive with the traffic. People today seem to feel the speed limit is there for others. On the highway, it's generally safer to drive with the traffic. By doing this you will Simplificate TM your life.

Simplicate Takeaway: Go with the flow or stay in the slower lane.



Simplicate TM : Find the pockets

Look for pockets (empty spaces in the between packs of cars). My father taught me to look for these and drive in them. It's safer and it'll Simplificate TM your life.

Simplicate Takeaway: Find the pocket and drive in it.



Simplicate TM : Don't race to the red light or stop sign.

Speeding up just to slam on the brakes at the next red light or stop sign is just plain dumb. It is also bad for your car and a sure way to waste gasoline. Drive at a moderate speed, especially if you know the timing of the lights. You'll be simplicating your life and extending the life of your car as well.

Simplicate Takeaway: Drive sensibly.



Chapter Five

Simplicate TM Your Life: Every Day



Simplicate TM : Reduce Stress

When you know you'll be standing in line for something (I.e. motor vehicle bureau, airport ticket line) take something to read.

Rather than getting annoyed at having to wait an hour, you'll be enjoying a novel, a biography or a self-help book. And for the most benefit, bring a book or magazine that is not work related.

Simplicate Takeaway: Always have some interesting reading material with you.



Simplicate TM : Go With The Flow

Disagreeing, arguing or complaining is bad for you. It raises your blood enzyme levels which can cause heart attacks. Many things in life cannot be changed. So just take it as it comes.

Simplicate Takeaway: Go with the flow.



Simplicate TM : Take a lunch break

Taking some time out during the day is good. Eating at your desk does not qualify. So, try taking a break (if you can't do 45 minutes or an hour try 30 minutes or 15 minutes). Get out of the office. Walk around your neighborhood. Explore. Inhale. Exhale. Observe. Enjoy the world. Find someplace to read a book. Then go back to work.

Simplicate Takeaway: Take a break from work during your lunch period.



Simplicate TM : Take Advantage

Use found time (like if someone is late for an appointment with you) to your advantage. Don't go nuts. Just consider it found time. I'm sure you have some work to do but try using it for yourself. Read a book, plan a vacation, call your wife or kids or a friend and have a relaxed conversation. Dream.

Simplicate Takeaway: Keep some balance in your life.



Simplicate TM : Only you can push your own button

Be aware of others who are trying to push your button to antagonize you or who are just plain annoying. If they get you going, they've won. Don't let them. Diffuse the situation by smiling and detaching. It works.

Simplicate Takeaway: Be in control of your responses. Identify annoying situations and people. Remove yourself from the situation and cut off the momentum.



Simplicate TM : Unclutter

Don't carry your entire life with you. Heavy briefcases and bags create stress. Look at what you are carrying around and leave what you don't really need at your office or at home. Travel light.

Simplicate Takeaway: Travel Light.



Simplicate™ : Unclutter (2)

We have only so much time in any one day. Start looking at what tasks you can delegate, eliminate or Simplificate™. Stop trying to be all things to all people.

Simplicate Takeaway: Lighten your load whenever possible.



Simplicate TM : Listen...then talk

Listen.

When two people get together they're doing one of two things: talking or waiting to talk. Try listening to the other person. Experts say to listen 80% and talk no more than 20% of the time.

Simplicate Takeaway: Learn to listen effectively. You may learn something.



Simplicate TM : Tomorrow

Someone said 'life is an unfinishedness'. That means that not everything has to be completed today. If you prioritize your daily tasks and accomplish most of them, you're having a very good day. Don't stress out over not completing everything. Tomorrow is another day.

Simplicate Takeaway: Tomorrow is another day.



Simplicate TM : Enjoy Life

Every day is special. Don't let it slip by without doing something important to you. It doesn't have to be a big thing, just something.

Simplicate!



Did these SimplifyTM Your Life?

That's all for now until the next
SimplifyTM Your Life pamphlet.
If you care to share ways you've
simplified your life, please send
them to me at
steve_felix@sbcglobal.net. I'll
include them and attribute them to
you. Thanks. Steve Felix

Thanks

- My wife, Claudette Geffrion Felix who has helped me simplicate my life in many ways.
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