



BUSTERS

1. Prepare for the morning the evening before.
 2. Get up 15 minutes earlier.
 3. Don't rely on your memory.
 4. Make duplicates of all your keys.
 5. Do preventive maintenance on appliances, vehicles.
 6. Don't put up with something that doesn't work right.
 7. Allow an extra 15 minutes to get to appointments.
 8. Be prepared to wait.
 9. Plan ahead.
 10. Set up contingency plans.
 11. Relax your standards.
 12. Do nothing, after being done, that leads you to tell a lie.
 13. Ask questions.
 14. Say no.
 15. Prepare yourself against a feared event.
 16. Simplify, simplify, simplify.
 17. Create order out of chaos.
 18. Turn needs into preferences.
 19. Learn to live one day at a time.
 20. Create a diversion.
 21. Talk it out.
 22. Write down your thoughts and feelings.
 23. Make friends with non-worriers.
 24. Everyday do something you enjoy.
 25. Do something for somebody else.
 26. Focus on understanding rather than being understood.
 27. Add an ounce of love to everything you do.
 28. Have an optimistic view of the world.
 29. Do something that will improve your appearance.
 30. Schedule a realistic day.
 31. Become more flexible.
 32. Eliminate self destructive talk.
 33. Use your non-workdays for a change of pace.
 34. Do one thing at a time.
 35. Allow time for yourself everyday for privacy and quiet.
 36. Do an unpleasant task early in the day and get it over with.
 37. Learn to delegate to others.
 38. Take your lunch break.
 39. Get up and stretch.
 40. Unplug your phone.
 41. Wear earplugs.
 42. Go for a walk.
 43. Play with a pet.
 44. Eliminate or restrict your caffeine and sugar.
 45. Listen to music.
 46. Curl up with a good book.
 47. Watch a comedy.
 48. Do deep breathing exercises.
 49. Practice muscle relaxation.
 50. Practice yoga.
 51. Practice tai chi.
 52. Practice qi kong.
 53. Meditate.
 54. Use biofeedback.
 55. Get a massage.
 56. Use aroma therapy.
 57. Take a vacation.
-
-
-