

8 THINKING YOUR WAY TO HAPPINESS

So many people think that happiness is something that will happen to them. In reality, you can make your own happiness – even during difficult life circumstances. It starts with your thoughts. If you focus on negativity, you'll feel unhappy. Focus on positive things, especially as you start and end each day. When negative thoughts come in, re-frame them in a positive way. *The more you 'think happy,' the happier you'll become.*

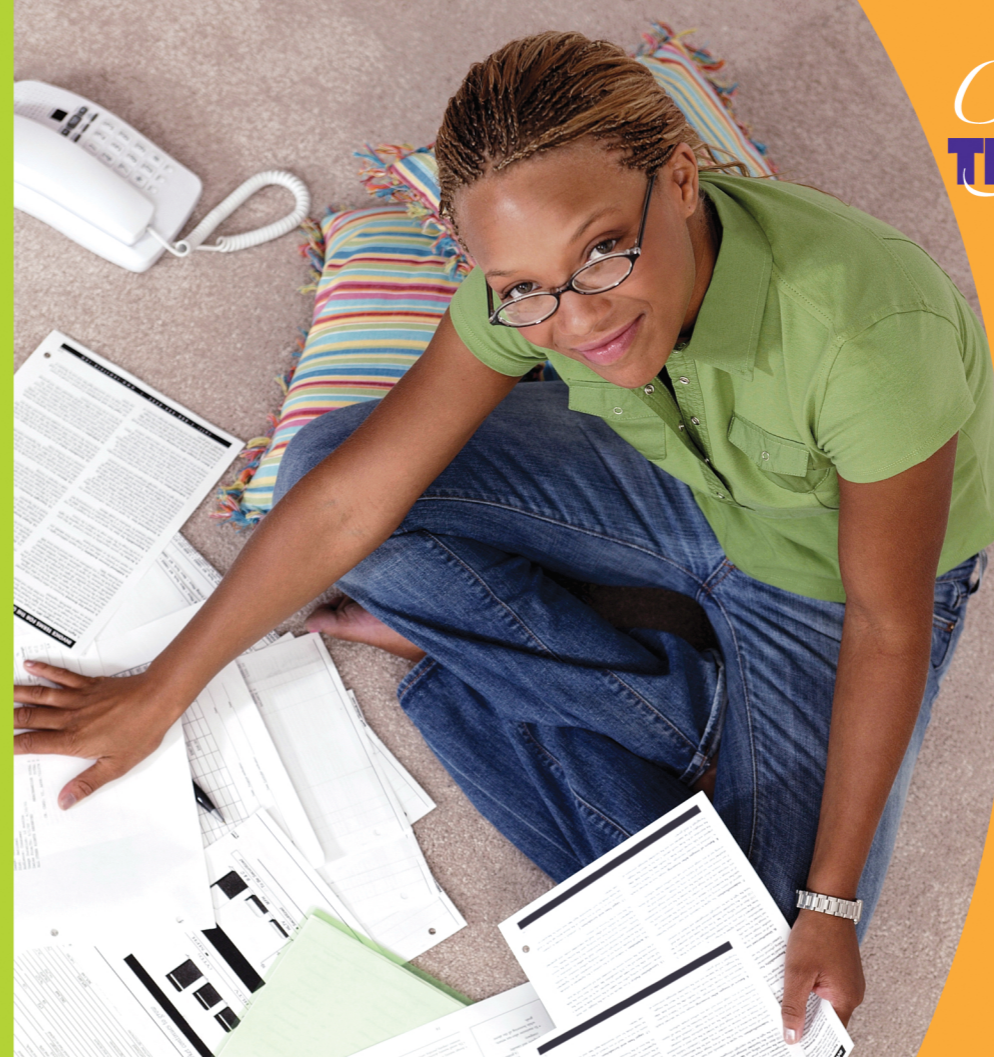
9 ARE YOU TOO CRITICAL OF YOURSELF?

When dealing with other people, you probably try to offer constructive criticism. But often, people are much too harsh on themselves. This can keep you from achieving the things you want in life. Understand that you have strengths and weaknesses. Rather than focusing on the weaknesses, use your strengths and work to improve what you feel you're not as good at. *A good reminder is to treat yourself as you would a good friend.*

10 A DAY WITHOUT A CELL PHONE

Sounds crazy, doesn't it? How will people be able to reach you at every moment of the day? Well, if you want to take some stress out of your life, it's vital to let go of the need always to be instantly reachable. Just anticipating calls and problems creates stress. Draw boundaries between your work needs and your own needs – *and make time to be on call for yourself.*

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Organizing & TIME MANAGEMENT

89 CURES FOR CHRONIC LATENESS

Were you late for work or an appointment again today? Shifting your habits – and your thinking – can help you get back on track and on time. Instead of leaving tasks for the morning, do as much as you can the night before; pick out your clothes, fix your lunch, find your keys. Plan to be early for appointments. *Learn to be honest about how long things take to do and allot enough time for them.*

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