

Title:

Managing your time to eliminate your stressful load

Word Count:

666

Summary:

Then article discusses how modern women can have pressure-filled lives. The article also delv

Keywords:

stress and anxiety, stress management

Article Body:

Mrs. Meredith Baxter, a sales manager in Sacramento, California is one stressed-out mom. On t

But Mrs. Baxter is not a rare woman. In fact, she is a portrait of a 21st century working wom

Today, there are many women who have proved themselves in the field of education. After earni

For Meredith, the stress and anxiety of juggling three roles: as a wife, mother, and career wo

According to time management experts and professional organizers, we allow all sorts of time w

GET ORGANIZED AND STOP MISPLACING THINGS - Keep your cell phone, purse, and keys near you or

CONTROL TIME WASTERS- Interruptions like the phone can be a real time drain. Those few minutes

TAKE CONTROL OF YOUR INBOX - Email is one of the most important things in 21st century living.

TAME YOUR SNAIL MAIL ~ Sort it out, get it over with, and don't allow your mail to pile up. Th

SIMPLIFY ~ Take a few minutes to review your projects and tasks. Make a priority list. See if

If you find yourself at home or on your own, resist the urge to rush things as if there is no

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