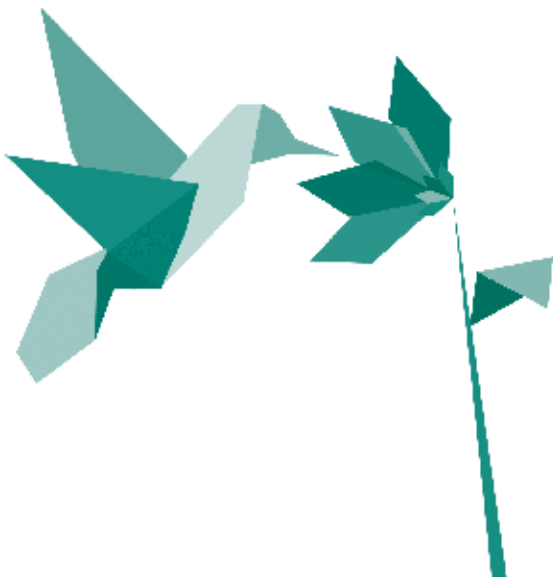


TOO MUCH ON YOUR PLATE?

70 TIPS FOR
TAKING CHARGE OF YOUR LIFE



Compliments of
Meggin McIntosh, Ph.D.
www.JustWhelmed.com
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INTRODUCTION

This booklet brings you practical and immediately usable insights in bite-size pieces for living the full – and, more importantly – happy life you want. Whether you are employed by someone else, have a business of your own, or are anticipating how the next part of your journey will look, you are sure to find one more idea you had yet to consider.

Each author in this booklet offers tips from his or her expertise. The well-tested tools and techniques included here will get you thinking about what works best for you now and later. You'll see suggestions about everything from nutrition and fitness to organizing your home, office, and mind, to addressing valuable relationships with the people most important to you.

Find all of that and more right here in this booklet. Test one thing at a time. See how it suits you.

Contact these authors. They remain successful, inspired, and inspiring by contributing to your life. Plus they are really terrific and interesting people you'll want to know and have in your circle. Interview them in your publication if you are a journalist. They are professionals, ready to share with those who find it useful.

Multiple sources from people in North America and Australia, and bulleted content are all in one place right here for your article, radio or television interview, blog, or website.

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Published by:

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PLEASURABLE WEIGHT MANAGEMENT

- 1 Prioritize your self-care.** You are the most important person in your life. Carving out self-care time lets you more easily balance “yes” and “no.”
- 2 Eliminate non-hunger eating.** Before eating ask “Am I hungry or am I eating to change how I feel?” Food only solves hunger, not all your problems.
- 3 Nurture yourself without food.** Develop ways to experience life’s pleasure and joy without food. There is more to life and many good rewards besides food. Follow eating with equally pleasurable activities.
- 4 Eat without distractions.** Plan and prepare meals by having satisfying foods available with time to sit and savor them in a relaxed environment. Focus your mind on your body while eating. Savor every mouthful with attention and intention.
- 5 Allow yourself to eat all foods.** Resistance creates force. Feeling deprived results in rebound overeating. Eat to honor your health and taste buds. Trust your body. Listen to its appetite signals. There are no forbidden foods. You don’t have to be a perfect eater to be slim and healthy.

Sally Asher is an author, lecturer, and workshop facilitator. She holds a Health Science Degree and helps people manage their weight without dieting. She is the author of *Losing It in France* and is based in Melbourne, Australia.

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GET POSITIVELY FIT

- 1 Blow your cover.** Loosen the grip from habits, thoughts, and secretive behaviors that negatively impact your health and body image, by declaring them to a trusted friend or journal.
- 2 Refine your power.** Admit to which Power Robbers (eg. comparisons, judgments) cause feelings of inadequacy about your body. Acknowledge how they affect your body image. Approve of yourself by taking actions that support self-respect.
- 3 Define new standards.** Explore disempowering beliefs about your body. Create and act on new standards based on a desire to be authentically you.
- 4 Invest in choices.** Make choices that are an investment in your health, fitness, and body image. Become familiar with how your body communicates its needs and limitations by choosing mindful activities (walking, yoga, dancing) that develop physical awareness and fitness.
- 5 Keep a success journal.** Track big and small successes that demonstrate your capabilities. Use them as reminder of your value, beyond physical attributes.

Julia is the Founder of Positively Fit, a fitness business that teaches women how to define and integrate attainable standards of body image for optimal fitness and self-care. Julia's programs inspire women to "Live Fit Be Real" by incorporating strategies that empower active living, and support healthy and authentic personal choices.

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EVERYTHING IS FOOD

- 1 Remember you are what you eat.** Your food choices are critically important to your health, your energy, and how you look and feel. Every bite counts.
- 2 Realize you are what you don't know you are eating.** The food supply is loaded with chemicals and toxins that are compromising your hormonal systems. Chemicals categorized as obesogens contribute to weight gain among other ills.
- 3 Accept that fat is not the enemy.** Eat protein at every meal, and include healthy fat, including some saturated fat. Fat gives you energy, powers the brain, helps keep your skin supple, and revs the metabolism.
- 4 Consider yourself to be a radio receiver and transmitter.** Everything is energy and has a vibration. Everything affects your energy. Like food, what—and who—you allow in can affect how you feel.
- 5 Protect your energetic resources.** Do this by keeping in mind that everything feeds you and either energizes you or takes energy away. Choose everything with awareness.

Gregory Anne is a wellness coach and lifestyle consultant who delivers results for her midlife clients combining mind and body strategies for overall success. She provides information and processes that translate into transformation.

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BALANCE

- 1 Use your calendar.** Move all items from a “to do” list to a specific time in your calendar making them an “action item.” Not moving these items may allow other things to take priority.
- 2 Be realistic.** Being honest with yourself about how long a specific task will take, including time buffers, helps you manage your schedule better and keeps stress levels lower.
- 3 Remember you are in charge.** Stop letting others’ poor time management become your problem. Set well established boundaries with those around you.
- 4 Get the help you need.** Let go of the notion that you need to handle everything on your own. Hire help to deal with low priority time drainers.
- 5 Realize that downtime is essential.** Build in fun activities throughout the week, even if it is only for fifteen minutes at a time. You are likely to become more productive over time by taking time for yourself away from work.

Leslie Howard is a Professional Organizer and owner at Streamline by Design. She specializes in working with the creative client in such areas as spacial design, organization, and time management. Her education in both Psychology and Chronic Disorganization makes her a sought after speaker and media personality.

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LIVE WITH PURPOSE

- 1 Start the day on purpose.** From the well-known 12-step anonymous programs: “Upon awakening, think about the 24 hours ahead.” These thoughts and morning meditation provide a spiritual anchor for the day.
- 2 Set Priorities with a “To Do” List.** You will not finish the list each day. You will likely tend to the “Urgent.”
- 3 Elevate your heart rate.** Get some exercise by walking, running, or biking. After exercise, you will be better able to handle the stress of managing your “To Do” list.
- 4 Perform an Act of Random Kindness (ARK).** Buy a latte for the person behind you at the coffee shop or give \$5 without judgment to the person holding a sign at the freeway entrance. Once you perform an ARK, you will empower yourself to let go of more stress.
- 5 Make a gratitude list.** Before your head hits the pillow, be grateful for your faith, family, and financial progress.

Tom Huberty helps leaders run their companies, BETTER! A business improvement consultant for over 20 years, he is the author of *52 Weeks of Better Running and Better Living* (available at www.Amazon.com).

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SMART SLEEP

- 1 Get up at the same time seven days a week.** Your brain needs an anchor to stabilize sleep into a consistent pattern. You can't always control bedtime, but you can get yourself up.
- 2 Stay in bed only 15 minutes when you are not sleeping, whether falling asleep or during the night.** Return to bed only when sleepy. When your bed becomes associated with struggling (the #1 Sleep Stealer), you'll toss and turn.
- 3 Keep the lights low for an hour before bedtime and whenever you get up during the night.** Light, especially blue light (tv, computer, cell phone) tells the body to wake up and stop making sleep-inducing melatonin.
- 4 Unwind each evening.** Have some down time to help the brain relax and recharge, rather than continue to bathe in today's stress chemicals.
- 5 Write down three good things you experienced today.** If you worry, write down your top 3 worries and the next step you can take towards solving them before bedtime. Sleep is greatly improved by a positive state of mind.

Sleep medicine mini-fellowship award winner, longtime psychologist and midlife coach, Dr. Marcia Lindsey blends science and experience to help you overcome insomnia.

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OVERCOME EMOTIONAL EATING

- 1 Short-circuit stress eating and overwhelm.** Claim ten minutes before starting your day to clarify your priorities, identify where to best spend your time and energy, and set your schedule.
- 2 Give yourself the same compassion, respect, and kindness that you'd give a loved one.** It's time to stop being harder on yourself than everyone else. Guilt and self-blame fuel emotional eating.
- 3 Substitute *curiosity* for self-blame and perfectionism.** Examine *why* you overeat and what you can learn from missteps that will help you make changes. Identify what you're *really* craving (perhaps a break, stress-relief, reassurance, or even sleep), and respond.
- 4 Pay attention to transitions such as between work and home or between dinner and bedtime.** Pause to assess how you feel and what you need. Overeating, bingeing, and mindless eating often happen when tired or on autopilot.
- 5 Seek out tools and support to help you address feelings or situations that lead to overeating.** Learn to handle conflict, stress, and anger effectively and eliminate *major* emotional eating triggers.

Psychologist and Life Coach Dr. Melissa McCreery focuses on the three Os that ambush successful, high-achieving women—*overeating*, *overwhelm*, and *overload*. Her programs include the *Emotional Eating Toolbox™* and the *Put Yourself First 7 Day Blast-off*.

Melissa McCreery, PhD, ACC

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VIRTUAL FINANCIAL STRATEGIES

- 1 Keep your financial records well organized.** It is imperative for all business owners whether you use bookkeeping software or handwritten ledgers.
- 2 Choose the best bookkeeping system for you.** It must be one you understand and can use efficiently while meeting your business needs.
- 3 Summarize your income and expenditures.** On a regular daily, weekly, or monthly basis, transfer amounts from receipts for sales and purchases to your financial books whether it be software or handwritten ledgers.
- 4 Start at the end.** When starting a new business, determine what expense categories to track by looking at the tax return you will need to file. If filing a Schedule C, get a copy of a blank Schedule C. Write down all categories that apply to your business. Include those categories when establishing your bookkeeping system.
- 5 Choose the right accounting method - cash or accrual.** Many small businesses opt for the cash system because it is much simpler. The IRS requires that you use the accrual method only if you have \$5 million in sales or carry a large inventory.

Fran McCully partners with small business owners and entrepreneurs to reduce their workload, boost profits and lower costs through reliable bookkeeping services, business plan development, and shoebox accounting.

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TRIAGE THE SITUATION

- 1 Put everything that is overwhelming you into one huge inbox.** This includes folders, pieces of paper, post-it® notes, opened and unopened mail, magazines, message slips, and anything else that represents something you need to do.
- 2 Pull one item at a time from the inbox to sort among three piles.** Determine that you will be decisive about each item before you move to the next one. You are not doing any tasks now, just sorting them.
- 3 Assign items that must be done today to one pile.** Only put top priority, deadline-driven items that must be completed in this pile. Be ruthless.
- 4 Place items that must happen this month into a second pile.** It is helpful to have a large expandable folder labeled “This Month” where you will contain this pile when you’re finished.
- 5 Lay items that could be done whenever (if ever!) into the third pile.** When you have too much on your plate, you often find that what is designated “whenever” becomes never (and that’s OK!)

Meggin McIntosh, The Ph.D. of Productivity™, works with people who want to be more productive, thereby maintaining their emphasis on excellence. She’s an extremely popular speaker, coach, author, and consultant around the US and beyond.

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SIMPLE CLUTTER SOLUTIONS

- 1 Create a PLAN.** What's your vision for the space? Define what stays and what goes - purge everything that doesn't belong.
- 2 Designate chunks of time for your project.** Set a timer and stick to it - no hopping or multi-tasking. If you find items that belong somewhere else, put them in a box and distribute the items later. Stay focused.
- 3 Simplify!** Systems should be easy to use. Keep like items together and restrict everything to a container.
- 4 Label items for easy access.** The trick to de-cluttering is for everything to have an easily identifiable home.
- 5 Maintain your organized spaces.** Things will get messy, but with systems in place, upkeep will be a breeze. Take ten minutes at the end of each day to tidy up. Designate one family member to each room, fill up your containers with clutter and put it all away. Your mornings will be much brighter!

Daniele Ott is an organizer, productivity expert, speaker, counselor, and mom of five. She knows that your physical surroundings greatly impact your emotions and the way you live. She has developed easy organizing systems to help you save time, energy, and money. Daniele's mission is to help families live more simple, productive, and less stressed lives.

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MANNERS THAT MATTER

- 1 Set specific times of your business day to check your inbox.** Doing that means email is not consuming all your time yet you are able to respond to messages in a timely manner.
- 2 Serve your plate with care when going through a buffet line.** Make sure you are leaving enough for others and you are not giving the impression that the only reason you came was to eat.
- 3 Accessorize your business attire sparingly.** Too much jewelry, including flashy buttons and buckles, makes it appear that you are going to a party rather than to the office.
- 4 Be prepared and be brief when leaving a message on voice mail.** The recipient may not have time to listen to your life story.
- 5 Pack light and pack smart when traveling for business.** Take a few basic items that you can change out with different shirts, blouses and accessories. Impress with the extent of your expertise and not the size of your wardrobe.

Lydia Ramsey is an international business expert who helps people and organizations add the polish that builds profits. A speaker, trainer, coach and author, Lydia takes the “stuffy” out of etiquette and adds the “fun.”

Lydia Ramsey

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CONSCIOUS ORDER

- 1 Identify and clear out the “mental clutter” that is keeping you from moving forward.** When your mind is clearer, it is easier to get in touch with what is important, and make decisions more easily.
- 2 Become more conscious of what is cluttering your mind.** Replace “old messages” that drag you down with those that lift you up.
- 3 Set an intention to create more peace and order.** Learn how to harness the power of intention
- 4 Acknowledge every success, no matter how “small.”** What you focus on increases. Start noticing those places where you see and experience more peace and order.
- 5 Be gentle with yourself; change takes time.** You’re more likely to move forward when you replace guilt and shame with compassion and loving kindness, especially for yourself.

As a veteran professional organizer, entrepreneur, author, mother, and grandmother, Annie Rohrbach has spent many years lovingly teaching and inspiring others to create, manifest, and experience more clarity, peace, order, balance, harmony, joy, and freedom in their lives. Her new book, *Conscious Order: Clear Your Mind, Leave Clutter Behind*, facilitates a shift in your perspectives about yourself, your clutter, and everything that goes with it, allowing you to get organized more easily, and *stay* organized.

Annie Rohrbach

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HEALTHY, HAPPY MOMS

- 1 Change your mindset from dieting and deprivation to health and nourishment.** Focus on nourishing your body, mind, and spirit. Watch cravings diminish.
- 2 Cultivate a sense of enoughness with food and life.** Abandon the Supermom syndrome – be more, do more, have more. Become mindful of your experiences. Offer gratitude for what you have, including at meals. Mindfulness and gratitude help you know when you've had enough.
- 3 Feed your body, feed your brain.** Junky food leads to junky feelings – cravings, low energy, stress. Focus on real foods. Vegetables, proteins and yes, fats enhance mood, energy and focus.
- 4 Create a home that is a “safe haven.”** Pressures on girls and women are everywhere. Make your home judgment-free, where everyone is valued for who she is, not what she looks like. Limit negative media messages.
- 5 Be the change you wish to see in your daughter.** Your daughter learns how to care for herself from watching you. Realize what you want for her. Embody those habits. Care deeply for yourself and you teach your daughter to do the same.

Karen Schachter is a health coach and psychology of eating expert. She helps mothers and daughters experience deliciousness, pleasure, joy, nourishment, and good health in their relationships with food, their bodies and each other.

Karen Schachter

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MINDFUL SIMPLICITY

- 1 Visualize your ideal life.** Experience your pace, the rewards and the people with whom you share it. Then analyze your activities and attitudes and ask yourself if what you are doing and how you are behaving is in alignment with your ideal life. Design changes to correspond with your new insights.
- 2 Delegate when possible.** Let go of jobs others can do to lighten your load. Their empowerment is your freedom.
- 3 Prevent unwanted communications.** Sign up to reduce junk-mail (www.dmachoice.org) and phone solicitations (www.donotcall.gov). Unsubscribe to unwanted emails. The less you weed through the more focused you can be.
- 4 Practice touching things once.** Streamline your actions by putting things away, rather than putting them down. Apply this philosophy to daily chores, such as recycling unwanted mail daily.
- 5 Let SIMPLICITY be your mantra.** Less really is more, so streamline your life on all levels. Let go of whatever doesn't serve you well, including possessions, routines, relationships, volunteerism, etc.

Ellen Tozzi helps her clients unleash their NATURAL ORDER and *master their domain*. They are empowered to take chaos to comfort in their homes and offices as they learn how to organize and develop systems to maintain the order they create.

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