



- Now, the minimalist approach will never work in my house. I'm a crafter, and that just means supplies. My husband and children are collectors. There's no hope for my home.*
6. **Write it down!** Always have a pen and paper on hand. *Of course, when I was setting up for the evening, I couldn't find a pen. Mind you, I had a computer with me, but a pen was beyond my reach.*
  7. **Edit your life.** Become aware of information or experiences that simplify or benefit your life. Conversations with others will give you ideas on how to simply, calm and enrich your life. *My first thought was that I could create a cool alternate persona for myself.*
  8. **Maintain a "waiting" file.** The waiting file is a file folder of things that need to get done. Things in this folder are for future purposes gift subscriptions, airline vouchers, and anything that is not done. *Imagine how big this folder could get if you didn't pay attention to the don't procrastinate tip.*
  9. **Keep commitments.** Return calls and make calls, otherwise the need to do so just adds to the anxiety level. Think of the affect of not keeping a commitment upon the person who was expecting your assistance. Don't over commit. If you do over commit tell the person. Over commitment just produces more anxiety. *My bet is that most of the parishes in the world would be in trouble in women could hold true to this concept. Who would run everything?*
  10. **Communicate effectively.** Listen and give people your undivided attention. People have different ways of communicating. Get comfortable with repetition. Use phrases such as "I think" or "I believe". Apologize and be quick to apologize. Apologizing is a great way to have the last word. *I guess for those of us who deal with the written word, we should send out our communications in a timely fashion, so we don't have to later write reviews. Of course, I am still trying to figure out how to communicate to children who have selective hearing. I've tried jumping up and down in front of them. Maybe I could create an animated character that can channel into their thought patterns. After all people have different ways of communicating.*

This presentation was very good. I would recommend it to any groups looking for a presenter. If you would like contact information for Diane Grigg, please contact us at [ccw@stgilesparish.org](mailto:ccw@stgilesparish.org). She also speaks on other subjects, and I would think she would be an equally good presenter on those other subjects.

I feel like I just finished a homework assignment. So, I guess I should have learned something. I did learn some tips for reducing what everyone refers to as "stress". I also learned that my review is too lengthy and really needs to be tightened. Finally, I learned to get my publicity out on time, reduce the anxiety of promoting a program or else someone will come up with the idea that I can write a review. While I have groaned and moaned throughout this piece about writing a review, I can say that it is somewhat of an enjoyable experience, and is much more enjoyable than technical writing.