



TECHNOLOGY TIPS TO MAKE YOUR LIFE A LITTLE EASIER



"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo Da Vinci, Thomas Jefferson, and Albert Einstein." - H. Jackson Brown, Jr.

1. Sign up for online banking/automatic bill payment.

Not only will signing up for automatic bill payments decrease the clutter level at home by eliminating paper billing statements, you will also save on postage, and eliminate late charges that come about by missing the due date. Be good to the environment, your pocketbook, and free your brain up for more enjoyable memories!

2. Delete old emails.

Deleting old emails will reduce your inbox "clutter", making it easier to find information when you need it. If replying to or disposing of an email takes less than two minutes, you should do so right away.

3. Unsubscribe from unwanted email lists.

Our interests change over time, so an email list you joined several years ago may no longer be of interest to you. It only takes a few seconds to click the link to remove your email address from a subscription list, and it will greatly reduce unwanted and unneeded emails.

4. Get on the national Do Not Call Registry.

The federal government's Do Not Call (DNC) Registry allows you to permanently restrict telemarketing calls by registering your phone number at donotcall.gov or by calling 1-888-382-1222. If you receive telemarketing calls after your number has been in the national registry for three months, you can file a complaint using the same web page and toll-free number. Placing your number on this national registry will stop most telemarketing calls, but not all of them. Calls that are still permitted include those from: political organizations, charities, telephone surveyors, some insurance situations, and organizations with which you have a relationship.

Sources: <http://www.forbes.com> "Time Management Secrets Anyone Can Use"; <http://www.donotcall.gov>

www.commonhealth.virginia.gov

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