

Keeping a lid on anxiety

In *Finding Your Way Through Cancer*, Andrew Kneier describes a way to deal with anxiety. Set aside time in the morning to think about the things you're anxious about. After the time is up, go about your day, and as anxious thoughts arise, resolve to think about them only during the appointed time. Gradually you will control your thoughts instead of being controlled by them.



Quick tip

Want to minimize wrinkles and brighten your skin? Ellen Marmor, author of *Simple Skin Beauty*, says a wet, nubby washcloth with moisturizing lotion on it is one of your best skin-care tools. "It's like a creamy exfoliator. You don't wash the lotion off."

Save when shopping for clothes

THE BEST THINGS IN LIFE are free, but shopping for clothes can be, too — so says Kathy Spencer, author of *How to Shop For Free*.

"When you put your savvy, smarts and strategic mind to work, it's not about finding deals but about making deals happen for you every time you shop," says Spencer, creator of HowToShopForFree.net.

Here are simple tips for the avid bargain shopper:



Frequent your favorites. Spencer suggests stopping into your favorite stores once a week to learn their general retail "ebb and flow."

Study the schedule. Track the store's markdowns and observe when desired items get the cut. From there, it's only a matter of time before you'll find them in clearance racks.

Search and save. Take discounts off your total sale at the checkout counter by scouring newspaper ads and glossy inserts for coupons. These, as well as promo and discount text codes, can be found online.

Charge with care.

Further cut costs with store credit cards, but beware: "Only use store credit cards if you can promise yourself you'll pay the balance off every month. Shopping for free is great, but not if you pour your hard-earned cash back into interest charges." — **Christine J. Kim**

Study the discount schedule.

Learn to delegate household chores

"DELEGATING IS TOUGH, especially when it comes to non-work-related tasks," write Alicia Rockmore and Sarah Welch in *Pretty Neat: The Buttoned-Up Way to Get Organized and Let Go of Perfection*. But it can be learned, espe-

cially if you start with simple household tasks first.

The authors cite three types of delegators: Control Freaks (they don't think anyone can do the task as well as they can), Conflicteds (they struggle with asking for help and letting go) and Zen Masters (they have a knack for enlisting others' help in a way that empowers the helpers).

Here are some expert tips for achieving Zen Master status:

Let go. Realize that you can't do it all, that there's more than one way to do something and that it doesn't matter who does it.

Establish standards. Be precise about how to get the job done, then step back and trust that someone else will do it well.

Give specific feedback. Think about what motivates a person to get something done and use that in your feedback. **W**

— **Priscilla Totten**



There's more than one way to do a task.



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Telephone: 800-487-2956

E-mail: usaw@usaweekend.com

Back Issues: 800-372-3148 or usaweekend.com

Main Office

7950 Jones Branch Dr.

McLean, VA 22107

Advertising Office

535 Madison Ave.

New York, NY 10022

President & Publisher - Charles Gabrielson

Executive Editor/VP - Brenda Turner

SVP/Advertising - Rob Harrison

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