

THE BEST WAY TO CAPTURE MOMENTS IS TO pay attention. This is how we cultivate mindfulness. Mindfulness means being awake. It means knowing what you are doing. But when we start to focus in on what our own mind is up to, for instance, it is not unusual to quickly go unconscious again and revert to the autopilot mode. This is frequently caused by dissatisfaction with what we are seeing or feeling, and a desire for something to be different. You can see this readily for yourself. Just try to stay focused on any object of your choosing for even a short period of time. Cultivating mindfulness really requires remembering over and over to be awake and aware.

We do this by checking in, by reminding ourselves to look, to feel, to be. It's that simple . . . checking in from moment to moment, sustaining awareness across a stretch of timeless moments, being here, now.

Five tips to help you live longer!

A five-point formula could add years to your life, says Dr. Robert J. Samp.

Dr. Samp developed the formula after a study of more than 2,000 Americans who lived longer than average.

He said the five points are:

1. Face the everyday challenges in life head-on.
2. Avoid prolonged stress.
3. Develop outside interests.
4. Keep working at either paid or volunteer activities.
5. Eat and drink sparingly, but with enjoyment.

10 Ways to Get More Time in Your Life

- ☐ **Slow down.** Take the time to do things right...and enjoy the time you saved by not having to do them over.
- ☐ **Say no.** Just because someone requests that their concerns become important to you does not mean you must agree.
- ☐ **Define your mission.** Clarity comes from knowing where you are going and why you are on that path. From clarity comes vigor. From vigor comes the energy to accomplish what you want.
- ☐ **Delegate.** Accept that things will be done a little differently than you might have done them. Be willing to let others bring their own vision, process and reasonable autonomy to the project.
- ☐ **Eliminate.** Find time to address the small yet important tasks that come up each day. Otherwise they will add up, and you'll have to deal with them all at once.
- ☐ **Simplify.** Don't make your life more complex than it has to be. Organize your desk before you leave work or choose your clothes before going to bed, so you won't be sidetracked by these decisions the next day.
- ☐ **Know when to hire help.** Not every task you do yourself is a savings. Think about the do-it-yourself projects you're working on and whether they're actually the best use of your valuable time.
- ☐ **Exercise/energize.** Exercise gives you energy, vitality, alertness, stamina—and a longer life.
- ☐ **Relax/savor.** Recharge your mind and soul by closing your eyes, breathing deeply, drifting away and thinking soothing thoughts.
- ☐ **Design your perfect vision.** Draw a circle representing a 24-hour clock, and chart the way you now spend your time. Then, draw a second circle representing the way you would like to spend your time. This exercise will help you prioritize your time...and plan your future. ■