



Heritage Place Homeowners Association

# Heritage Highlights

www.heritageplacehoa.com

Vol. 02 No. 0809

August 2012/September 2012

Circulation: 455

## Fun on the 4th...

The participation for the Heritage Place July 4th Parade and Festival was fantastic! We hope many of you got to see the parade; complete with an Arapahoe County fire engine, cars adorned with American flags, bike-riders, walkers, and even a horse! For any of you who missed it, the most comical portion of the parade was the brave walker with the wheelbarrow trailing the horse offering up free, and fantastically fecund, fertilizer for any takers.

Although a bright late morning sun made for a hot celebration in the school's open space, it was equally entertaining. The adults enjoyed socializing and having lunch with our neighbors, while the kids had fun in the bouncy castle and getting their faces painted – the cotton candy stand was a big hit for all!

We would like to give special thanks to all the volunteers who helped us put this tradition together; we couldn't have done it without you. Special mention goes out to Heidi Brown and her event planning company; The Workshop. Within a short time, Heidi helped pull together all the elements of the festivities including securing the food truck which is typically off-duty on July 4th.

Also of note was the generosity of Mark Terry; The Real Estate Firm's generous donation helped make our event's success a reality.

We also had a great set up and take down crew. Kudos in particular to the Conti Family, Ben Brown, Suzanne DeCarlo, and Tami Davis; your sweat equity and community spirit was evident and greatly appreciated.

This event wouldn't have been as much fun or successful if not for the involvement of all of us in Heritage Place. Thank you for making 2012's July 4th Celebration such a special event; it was a great time helping honor our amazing country by our amazing community.

— The Heritage Place HOA Board



## Letter from the President

My trip to Europe was interesting and informative, besides being a chance to visit with relatives. Thanks to **Lisa Rosetti**, Vice President, for filling in with her Letter. Lisa spoke most eloquently in regard to volunteerism. Our Fourth of July celebration was a huge success because we had a lot of people involved. That's what it takes to make a great community, a lot of people doing their share.

I would like to give special thanks to **Mark Terry** for his generous donation to our Fourth of July festivities. Mark has been consistently generous over the years to the Heritage Place community.

A good deal of my trip was in Germany. I visited many beautiful places. I did note one thing about the Germans, noted for their neatness. Their parks are mostly kept in a natural state. Very little in the way of chemicals is used on their grass and shrubs. The grass

*continued on page 2*



## Treasury's Report July 2012

Hi, I've included our mid year budget and planned expenditure summary. Call me for details or questions. We'll get our last \$12,000 from Denver Water February 2013 for our total rebate of \$42,000. We'll have close to \$90,000 at year end compared to about \$60,000 3 years ago. Our asset rebuilding program is about 80% finished. Fences were all repainted a more subdued brown/red. This wasn't a problem because the wood needed the oil for preservation. About 700 pickets were newly replaced. The entire Quebec fence had all cracks sealed and painted. Signs were caulked and painted at 3 main entrances. Next year, we'll do another \$12,000 of fence repairs whether we need it or not as this is how we keep our fences fairly "new" as we've discussed before.

This year we started in May with a water planning meeting once a month with our landscaper. Not all the bugs are worked out but, for example, the landscaper was told to increase water by 41% from May

*continued on page 3*



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## **Heritage Place Homeowners Association**

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The *Heritage Highlights* is published bi-monthly by the Heritage Place Homeowners Association, in the months of February, April, June, August, October and December.

## News Articles

The deadline for news articles is the 15th of the month before the next month's issue. Please email news articles to **Eric Berghorn at [berghorn11@gmail.com](mailto:berghorn11@gmail.com)**. No endorsement of any product or service is implied or stated by its inclusion in the newsletter.

## Advertising

The deadline for advertisements is the 15th of the month for the next month's issue.

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## **President's Letter**, *continued from front page*

is cut longer as a means of weed control. They also put in exercise areas along the paths through the park. Not a bad idea!

Recently, I received a call from an upset homeowner. While he and his wife were walking through our greenbelt, a dog, running loose, jumped on them, knocking the wife to the ground, injuring her. The City of Centennial has a leash law and it is in effect within this community. Needless to say, he filed a complaint with the City. But pet owners must take the initiative to keep their animals on a leash per the law, for the safety of all and thus being a good neighbor.

Elections are coming up for Heritage Place in September. We currently have an At-Large position open on the Board with

*continued on page 3*

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**President's Letter**, *continued from page 2*

the resignation of **Eric Berghorn**. A great big thank you to Eric for his service on the Board. Eric is in the process of selling his house. The position is supposed to be filled by appointment in between elections. If anyone would like to volunteer for the At-Large position (coordinator between the Board and Newsletter editor), please contact me as soon as possible. That person would then understandably run for Election to the Board in September.

Please keep the Board or AMA, our agent, informed if you spot any malfunctioning sprayers, leaks or anything blocking the proper functioning of the irrigation sprayers (there are some 460 spray heads out there, we need everyone's eyes). Have a good summer!

**Treasury's Report**, *continued from front page*

to June and again ANOTHER 41% from June to July. We got these "nominal" increases from our historical records and have EMPHASIZED to landscaper that he is to be looking for brown spots and changing sprinkler heads or increasing water by another 10% without talking to anyone on the board. This hasn't been an easy delegation for the landscaper to get used to. Your email comments to us have helped. Please don't get frustrated if you feel you have to tell us about a problem area a second time.

We have minimal system leaks but we know we do have loss of pressure at some locations along certain zones from tree roots pinching pipes. This is not unexpected and we're pushing our landscaper to spend more time and our money to either fix or bury "run around" pipes as advised by professional sprinkler companies for systems with 38 year old trees. One other problem has been homeowner bushes and trees extending out beyond their fences. Most if not all homeowner property extends beyond their back fences along the greenbelt. (See assessor maps.) Most homeowners won't keep this trimmed and it continues to block the sprinkler head throw. We're having the areas trimmed aggressively at HOA expense in response but would certainly appreciate homeowners being just as responsive.

Heritage Fest 7/28 with food and a band in Area B west of the school was proposed by a couple of homeowners and we decided to instantly support it because we want to see more activities in the greenbelt bringing homeowners together. The homeowners are managing the effort. Thank you. Again, any ideas for bocci, horseshoes, or whatever you can imagine will be entertained as our assets are probably 80% rebuilt over the last 3 years and our savings are increasing. We just need some homeowner leaders to guide any ideas and the board will eagerly work with you.

We're getting special thistle herbicide applied in Area D northeast out of the school area, trimming as mentioned above, bids on finally starting repairs to the large remaining project of the dry lay rock walls, a bid on putting crushed stone over the SWEMSA property south of Area A, increased vigilance on low pressure sprinkler head/zone areas, and more continuous monitoring of plants in our islands as well as regular perimeter cleanups outside the fences along Arapahoe, Quebec and Caley. Not everything can get done instantly as the 2 of us on the board for grounds work travel for work and other reasons which is why

*continued on page 5*

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**Treasury's Report**, continued from front page

we're always interested in more board members (have 1 opening right now) or new board members this September to help with this work.

Big thanks to **Mark Terry** for his help and sponsorship ONCE AGAIN with the July 4th celebration. Mark has always been very supportive in all of our HOA activities including our directory. Side note: We've been having July 4th celebration every other year but this is not a rule and we're looking at having it every year and having

a bigger celebration. Also, we have Easter celebration every year. Halloween is up for grabs and if some people want to decorate the islands for Xmas, we have some decorations now. If anyone remembers where our old decorations got stored in someone's garage from years ago, we'd love to get them back for us to now store in the HOA shed.

— **Mitch Albert**

	Budget	Current	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	\$2,012	2012	January	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec
<b>Cash on Hand 2</b>														
Denver Water/HMR Acct														
<b>CASH ON HAND</b> ("Net Income")	\$142,901	\$163,739	\$226,033.68	\$239,359.62	\$233,381.16	\$213,511.15	\$203,139.47	\$187,472.20	\$165,907	\$142,585	\$122,435	\$105,462	\$86,841	<b>\$92,182</b>
Cash on Hand before prepaid dues	<b>\$77,340</b>	<b>\$92,182</b>	2 yellow blocks always same number and always greater than blue block											
Pre Paid Dues	\$65,641	\$71,557	(Rounding can cause +- couple dollars)											
<b>REVENUE</b>	\$33,878	\$92,324.27	\$61,828.97	\$25,091.00	\$4,186.86	\$289.93	\$230.10	\$172.41	\$40	\$139	\$38	\$137	\$36.00	\$135.00
Dues (% Escalator; 2010 amount)	\$335.88	\$335.88												
Dues Paid in Same Year	\$81,099	\$76,329	\$61,707.37	\$10,664.30	\$3,406.21	\$191.28	\$230.10	\$130.09	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Dues %/Samr	\$65,641	\$71,557.18	41.7%	7.2%	2.3%	0.1%	0.2%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total dues paid	<b>\$146,691.85</b>	\$147,886.53												
Homeowners: Total/Paying	437	437												
<b>Other</b>	\$2,827.59	\$15,994.92	\$121.60	\$14,426.70	\$780.65	\$98.65	\$0.00	\$42.32	\$40	\$139	\$38	\$137	\$36	\$135
Newsletter/Web Advertising	\$190	\$0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$265	\$390	\$21.60	\$21.70	\$31.31	\$47.78	\$0.00	\$42.32	\$40	\$39	\$38	\$37	\$36	\$35
Fines/Late Fees/Legal	\$2,412	\$1,775	\$100.00	\$574.32	\$749.34	\$60.87	\$0.00	\$0	\$0	\$100	\$0	\$100	\$0	\$100
Misc/Denver Water Rebates(2012-13)	\$0	\$13,631	\$0.00	\$13,830.68	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>COST SUMMARIES</b>	\$130,929	\$167,076	\$2,728.42	\$11,766.16	\$10,164.20	\$20,159.96	\$10,601.78	\$15,839.68	\$21,545	\$23,522	\$20,188	\$17,110	\$6,657	\$6,793
Lawn Care	\$19,927	\$26,750	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$6,250.00	\$3,625	\$3,125	\$4,125	\$3,125	\$3,125	\$3,125
Storm Water Control Asset	\$4,000	\$17,853	\$0.00	\$0.00	\$1,935.11	\$13,780.00	\$1,138.04	\$0.00	\$500	\$0	\$0	\$500	\$0	\$0
Trees/Shrubs/Bushes	\$6,500	\$10,082	-\$700.00	\$3,041.62	\$377.69	\$1,535.00	\$968.20	\$1,639.93	\$900	\$900	\$900	\$900	\$900	\$900
Sprinkler	\$8,865	\$7,039	\$0.00	\$0.00	\$64.15	\$1,110.00	\$0.00	\$885.00	\$1,500	\$1,500	\$500	\$1,000	\$500	\$0
Sprinkler Equip/Water Reduction rebate	\$0	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0
Community Development	\$2,183	\$2,585	\$0.00	\$0.00	\$0.00	\$334.77	\$0.00	\$850.00	\$350	\$350	\$0	\$300	\$0	\$400
Utilities	\$38,899	\$36,411	\$369.76	\$4,939.69	\$310.44	\$396.05	\$1,119.14	\$3,579.75	\$5,314	\$7,410	\$7,428	\$4,796	\$379	\$379
Consultants	\$17,015	\$16,760	\$1,200.00	\$1,574.73	\$1,365.00	\$1,365.00	\$1,365.00	\$1,365.00	\$1,365	\$1,365	\$1,700	\$1,365	\$1,365	\$1,365
Newsletter/Web	\$1,190	\$1,071	\$124.14	\$124.14	\$77.94	\$124.14	\$38.81	\$124.14	\$0	\$172	\$0	\$124	\$38	\$124
Association	\$735	\$774	\$0.00	\$198.44	\$25.57	\$0.00	\$64.86	\$0.00	\$0	\$0	\$35	\$200	\$250	\$0
Other Operating Costs (Snow, Bank Fees)	\$5,165	\$4,310	\$330.00	\$30.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0	\$0	\$0	\$800	\$1,000	\$1,400
Fence Assets (3)	\$13,950	\$11,484	\$1,414.52	\$0.00	\$0.00	-\$185.00	\$6,254.73	\$1,008.57	\$2,891	\$0	\$0	\$0	\$0	\$0
Lamp Posts Asset	\$2,000	\$3,516	\$0.00	\$515.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$1,500	\$1,500	\$0	\$0	\$0
Other Assets (Rock Walls, Signs, Cobble)	\$10,500	\$28,460	\$0.00	\$1,341.67	\$6,008.30	\$700.00	\$53.00	\$157.29	\$5,000	\$7,200	\$4,000	\$4,000	\$0	\$0

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## South Suburban Parks and Recreation Friday Night Golf – 9 Holes, Glow-in-the-Dark balls

Reservations recommended for this popular event which can be made one week in advance. All golfers check in at the pro shops by 8:30 p.m.; shotgun start at 9 p.m.

**Littleton Golf Course**, 5800 S Federal Blvd, Littleton, CO 80123, Pro Shop & Information 303-794-5838. Fees: \$15 for District residents; \$18.50 Non-Residents. Golf glow balls \$7 each. If you saved your glow balls from previous rounds of night golf, the individual glow stick for the glow balls are \$2.68. Dates: Fri., Aug 10, Aug 24, Sep 7.

**South Suburban Golf Course**, 7900 S Colorado Blvd, Centennial, CO 80122, Pro Shop & Information 303-770-5500. Fee: \$24 includes green fees, glow ball, glow stick and lighted tubes. Dates: Fri., Aug 10, Aug 24, Sep 7.

## South Suburban Classes Now Online For Fall/Winter Classes and Leagues Registration!

District residents can register for all classes on a first-come, first-served basis, and residents are encouraged to register online as soon as possible because popular programs fill up fast. The online catalog offers the first opportunity to view the new schedule of classes. The printed catalog of activities will be mailed to resident homes in early August. Register Early!

## Western Welcome Week Parade, FREE!

**Sat., August 18, 7:30-9:30 a.m.**

Congratulations to the South Suburban Douglas H. Buck Recreation Center for being selected as the Grand Marshall for this year's parade.

## South Suburban Offers FREE Golf for Youth

All 4 South Suburban golf courses offer free golf for youth 17 and under all summer on Saturdays and Sundays after 5 p.m. at Littleton Golf and Tennis Club (303-794-5838), Lone Tree Golf Club and Hotel (303-790-0202), and Family Sports Golf Course (303-649-1115), and after 6 pm at South Suburban Golf Course (303-770-5500). You may reserve tee times online at [www.sspr.org](http://www.sspr.org). Call golf courses for details.

## Youth Theatre Audition and Performance Class, August 7, 4:30-6 pm

Youth ages 10-18 audition for full-theatre ticketed Halloween production on October 27 and 28 of The Visitors at Buck Recreation Center Theatre, 2004 W. Powers Ave, Littleton, CO 80120. Please call 303-730-4612 to make your audition appointment. The production, complete with set and costumes, will be presented to a ticketed public.



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## MEN'S HEALTH CHALLENGE

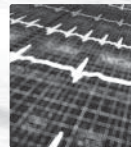
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## **South Suburban Recreation Centers Feature Local Artists in August**

South Suburban Parks and Recreation's Buck, Goodson and Lone Tree Recreation Centers are featuring temporary art exhibitions by local artists during the month of August.

The "Trish Sangelo Portrait Photography" exhibit has black and white, colored and hand colored portraits of children, families and pets. Trish's work will be exhibited August 1-30 at Goodson Recreation Center located at 6315 S. University Blvd., Centennial, 303-798-2476.

Ellen Yeiser's exhibit can be seen August 1-30 at Lone Tree Recreation Center, 10249 Ridgeway Circle, Lone Tree, 303-708-3500. She titled her photography exhibit "Magnet: A Unique View of Water" to illustrate the true magnet of water as it allows each of us to interpret the larger concept through our own unique experiences. She is hosting a reception on August 2 from 7-9 pm at Lone Tree Recreation Center.

Laurie Juergens' artistic and candid photographs can be seen August 1-30 at Douglas A. Buck Recreation Center 2004 W. Powers Ave., Littleton, CO 80120, 303-797-8787. Her exquisite photographs capture the spirit and essence of her subjects in an environment in which they are most comfortable.

South Suburban's Public Art Committee encourages Colorado artists to submit an application to temporarily display their artwork at various South Suburban recreation facilities. For a complete list of guidelines and an art exhibition application, please visit [www.sspr.org](http://www.sspr.org) or contact Vickie Willis at 303-483-7072.

## **How Fast Should Your Computer Be?**

If you are in the market for a new PC, you might be wondering how powerful it should be. After all, your old one is very slow and you don't want your new one to suffer this fate too soon.

The fastest computer in the world right now is the Sequoia Super Computer. It is capable of performing 16.3 quadrillion calculations per second. To put this into perspective, if every person on earth performed operations on a calculator continuously, it would take 320 years to perform the same number of calculations that the Sequoia can do in an hour. The Sequoia also weighs 200 tons, so it would not be practical for a home computer.

When shopping for a PC, look for the Intel processor. There is a reason why computers with Intel are a little more expensive than those with the AMD processor. Intel processors generally come in dual core, I3, I5, or I7. The I5 is more than adequate for general home use such as email, word processing, photo storage, etc. The I7 is more powerful and is useful for graphics processing or gaming.

Get as much RAM memory as you can, but not less than 4 gigabytes. Most PC's will come with 320 gigabytes to 1 terabyte of disk storage, so that should not be a problem.

A new PC with the above specifications should give you years of adequate service. However, over time, anti-virus programs, web browsers, and office programs will become more sophisticated requiring more power and even this computer will begin to appear slow. Who knows what you will buy then to replace your new PC?

Paul Vaccarelli is general manager of PC-911, LLC. He can be reached at 303-807-2911. Phone consultations are free.

— Paul Vaccarelli



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### Turn Off The TV – Turn On The Music!

Listening to music may make your children smart, according to many child development experts. Dubbed “the Mozart Effect,” thanks to a 1993 study in which college students’ scores on spatial and temporal reasoning problems improved after listening to the music of the famous 18th-century composer, the theory is backed up by studies of preschool and kindergarten children.

Hearing is said to be the most developed of the five senses in newborn babies; they often turn their faces to identify where a sound is coming from, and they appear able to recognize the voices of their mothers and other close relatives almost from the beginning. Music may stimulate the development of neural pathways needed for reasoning, as children “organize” the notes in their brains to understand melodies. Here are some other ways music may help children learn and grow mentally:

- **Memory.** Listening to rhythm, melody, and lyrics can help children discover how to remember and form words and may encourage stronger reading skills.
- **Concentration.** Musical tunes that catch the child’s attention can reinforce the ability to focus on a specific activity or idea for a period of time.
- **Coordination.** Clapping hands or stomping feet in time can enhance children’s muscular performance.

Playing Raffi CDs is just a start. To encourage a love and appreciation of music in your child, try these tactics:

- **Get active.** Encourage small children to dance, shake toys, stomp, or wave in time to the music. As they start speaking, urge them to sing along.
- **Make music.** Music lessons can teach patience, concentration, and self-confidence. And just letting your kids tap the keys on your piano can teach them about sounds and rhythm.
- **Don’t push.** Expose your children to a wide range of music, but don’t force any particular style on them. Let them discover and explore what they like on their own.

### When Ants Move In, Try These Safe Eviction Treatments

Most of us don’t want to share a home with ants, but we don’t want to douse the place with insecticide either. Keeping your sinks and counters dry and clean is a good start. Here are a few natural treatments to keep ants at bay:

- **Cinnamon.** Place a few cinnamon sticks anywhere you spot ants crawling into your house. The pleasant odor will send ants away. (Garlic cloves work as well, though you may not enjoy the scent as much.)
- **Vinegar.** Spray some apple or white vinegar on areas where ants have set up shop.
- **Black pepper.** Sprinkle a little pepper when you see ants. Watch where they run to, and treat that area as well to prevent them from returning.
- **Mint.** The scent of mint can disrupt ants’ sense of smell. Plant mint outside, especially near doors and windows, and place a few mint leaves in and around your windows.

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**Useful Tips For Preventing Common Accidents**

Don't leave anything to chance where workplace safety is concerned. It's an all-encompassing challenge, but here are three solid tips to start with today:

- **Keep your floors clear of all cords and wires.** Lots of office injuries are due to people's tripping over electrical cords that they didn't see while walking through the workplace.
- **Secure all desk and filing cabinets to the floors or wall.** You don't want them to tip over if they become overloaded or unbalanced, or topple in the event of a storm or earthquake.
- **Keep storage areas clean.** Shelves should be organized and orderly. Don't leave boxes or equipment on the floor. Stored items should be clearly labeled so employees can find what they're looking for easily, without having to move things around or clutter up the area.

*"One of the most sublime experiences we can ever have is to wake up feeling healthy after we have been sick."*  
— Harold Kushne

# PC - 911

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# HERITAGE PLACE

## REAL ESTATE MARKET UPDATE

### MAY 17—JULY 20, 2012



#### HOMES FOR SALE

ADDRESS	STYLE	SQ. FT.	PRICE
*6323 S Monaco Ct	4L	2196	\$385,000 Ⓟ

#### HOMES UNDER CONTRACT

ADDRESS	STYLE	SQ. FT.	PRICE
6692 S Olive Ct	2S	2694	\$310,000 🏠
6446 S Pontiac Ct	R	1548	308,600
6383 S Monaco Ct	2S	2724	314,820 Ⓟ
6447 S Heritage Pl W	2S	2668	382,500 🏠
6669 S Oneida Ct	2S	2542	399,000

#### RECENT CLOSINGS

ADDRESS	SOLD DATE	STYLE	SQ. FT.	SOLD PRICE
7016 E Euclid Dr	27-Jun-2012	4L	2196	\$294,000
6577 S Niagara Ct	27-May-2012	4L	1810	316,500
7239 E Euclid Dr	14-Jun-2012	2S	2219	347,234
*6546 S Poplar Ct	15-Jun-2012	2S	2206	350,000 Ⓟ
6924 E Heritage Pl N	28-Jun-2012	2S	2674	377,500

*Dear Neighbors—Thanks to everyone — especially the volunteers — for another successful 4th of July celebration. Once again I am proud to be one of the sponsors. If you are curious about your home's value, please call or write for a no-obligation consultation. As always, please contact us with any questions, comments or suggestions. Thanks, Mark*



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Ⓟ = Pool Club 🏠 = Bank Owned or Short Sale

Based on information from Metrolist, Inc. for the period 05/17/2012—thru 07/20/2012. NOTE: This representation is based in whole or part on data supplied by Metrolist, Inc. which does not guarantee nor is in any way responsible for its accuracy. Data maintained by Metrolist may not reflect all real estate activity in the market. Sales represented are from multiple brokers.

### Dear Diary: Today I Was Very Successful...

A log or journal can be an invaluable success tool that allows you to record ideas, track your progress, analyze setbacks, and celebrate your victories. Harvard Business School professor Teresa Amabile offers this advice in her book (co-authored with Steven Kramer), *The Progress Principle: Using Small Wins to Ignite Joy, Engagement, and Creativity at Work* (Harvard Business Review Press):

- **Limit your scope.** Invest a few minutes every day in writing down what happened, what you accomplished, what you still need to do, and so forth.
- **Make it a habit.** Set aside a regular time every day to work on your log. This will help you keep up the practice even when you're tired or don't think you have anything new to contribute.
- **Keep a positive outlook.** You might be tempted to just complain about your problems. Although this can help you vent your emotions, make an effort to record the good things that happened during the day. You'll improve your mood, and you might spot positive patterns over time.

### Rewrite Your To-Do List

Having a to-do list is a great idea – as long as you don't let it deplete your energy and creativity because it's unrealistic. Follow these tips for revamping your to-do list so it doesn't drive you crazy:

- **Combine separate lists into one list.** Keep one notebook or calendar and nothing more. Keeping track of multiple notes or lists will wipe you out.
- **Be realistic.** Set your priorities, and be ready to let some items go. What is it that you absolutely have to accomplish? You'll save energy and gain peace of mind from by being honest with yourself.
- **Make a schedule.** A to-do list without a schedule doesn't give you much guidance. Estimate how much time each task will take, as well as how high a priority it is, and determine the best use of your time.
- **Leave room for emergencies.** Don't try to cram activity into every minute of your day. Build in sufficient time to deal with the interruptions that will undoubtedly occur.



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