



TIP OF THE WEEK

May 22, 2007

Here is some advice that I sorely need. Clean your desk and office. I like to tell people that I know where everything is on my desk and tables. And I generally do. But woe is me when I need to ask someone else to find something in that swamp for me. It's like asking Chewbacca to find that drain plug in an Imperial garbage compactor.

I have had a lot of success with my Fujitsu scansnap scanner. I heard about it from my friend Daryl, whose company is going paperless. It's an affordable, fast, two-sided scanner. Now, I throw away a lot of paper because I "file" it on my laptop. For some reason, I'm pretty good at keeping my files organized there. And when I can't find something immediately, I can search for the document by keyword.

Anyway, look around. Clean it up - file it away - or throw it out. Whenever I clean my office (about twice a year) I always get a burst of self-esteem – as if I need more of that.

Good luck. Work **ON** your business. Stay in touch.

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