

Timely Tips **By Karen Whiting**

Handle papers FAST

The challenge is to sort, filter, organize, discard, and assimilate the massive amounts of data we're exposed to on a daily basis.

- **File documents and important information.**
- **Act on bills and current information now.** Use sticky notes on top to note the next step needed.
- **Store in a "Weekly to do folder" papers that need more information.**
- **Toss out everything else.**

TOP 10 Time Wasters

1. Procrastination & excuses
2. Running errands & traveling
3. Rushing
4. Telephone, mail & e-mail
5. Paperwork, reports & memos
6. Meetings
7. Television
8. Planning & decision-making
9. Computers
10. Saying, *Yes*, when you do not want to do something

Remember the 80/20 rule: 20% of key activities will give you 80% of results and 80% of your work (or clients) will produce 20% of your profits.

Prepare for delays

Deal with interruptions

- Use caller ID
- Let friends know your schedule and when to call
- Stop to help a customer, but note what you need to do next

1. **Write It Down** With the amount of things you have to remember in any given day, why should you try to stuff it all into your memory bank? Write it down.

2. **Keep It Together** Keep notes in one consistent place. Otherwise, you're going to spend a lot of time looking for your notes.

4. **Record Your Thoughts** A little hand held tape recorder is a wonderful gadget to carry around with you and record your thoughts, or your parking space number, or a phone number you see on a billboard. Smart phones have note pads and voice recorders.

5. **Call Yourself** Call your answering machine and leave yourself a message. When you get home, or on your cell, listen to your message and remember exactly what you wanted to do.

6. **Believe In Yourself** If you keep saying you have a bad memory, you'll probably continue to have a bad memory. It's important to have a motivated, I CAN remember attitude.

7. **E-mail Reminders and Calendar Notes** There are many free e-mail reminder services available. You simply type in what you want to remember: a birthday, anniversary, or event. Then receive an e-mail reminder when the date is approaching. Try www.calendar.yahoo.com.

8. **Post-It Notes** Those wonderful, little sticky notes can be amazing memory helpers. Want to remember something before you leave the house? Jot it on a Post-It Note and stick it on the inside of your door. You'll see it as you walk out. Have to make an urgent call first thing in the morning? Leave a Post-It Note on your telephone.

9. **Times and Alarms** Take advantage of alarm clocks and timers throughout the day. Have to take the clothes out of the wash at 3:00? Set your alarm clock to remind you. Want to leave for the basketball game by 6:15? Set your timer to beep a few minutes before.

10. **Visual Reminders** Visual reminders can help you remember and focus. If your goal is to take a trip to a beautiful island, keep a photograph of the island on your desk.

11. **Make your physical surroundings workable.** Have the most frequently used files within arm's reach and the less frequently required items further out. Have adequate space at your desk to do what you need to do. Remove unnecessary items to make room.

Bio: Karen Whiting is an international speaker and author of nineteen books, including *The 365 Most Important Bible Passages for Women*)



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