

Simple Systems Developed out of Necessity

by Karen Nankervis, My Beechworth Secretary

Amanda's article in the last edition, on 'Networking in Real Life', reminded me of the early years of running my own party plan business with two small daughters. I laughed as I remembered searching firstly for any suitable clothes, then trying to find the clean ones, or the ones I could cover up the dribbles with a scarf.

It also reminded me of a couple of simple systems that I used when the girls were small. They emerged out of necessity and I continue to use them, because they work for me. I hope they will work for you too.

Remembering to follow up on phone calls, tasks, planning, etc

I know that I don't have a photographic memory; I need to write things down to remember them.

I got rid of all the pieces of note paper getting lost in my office and replaced them with an A4 size diary, day to a page. Spiral bound ones tend to sit flat on the desk.

Everything I have to remember goes in here – following up clients, phone calls, research, tasks for business, family, etc.

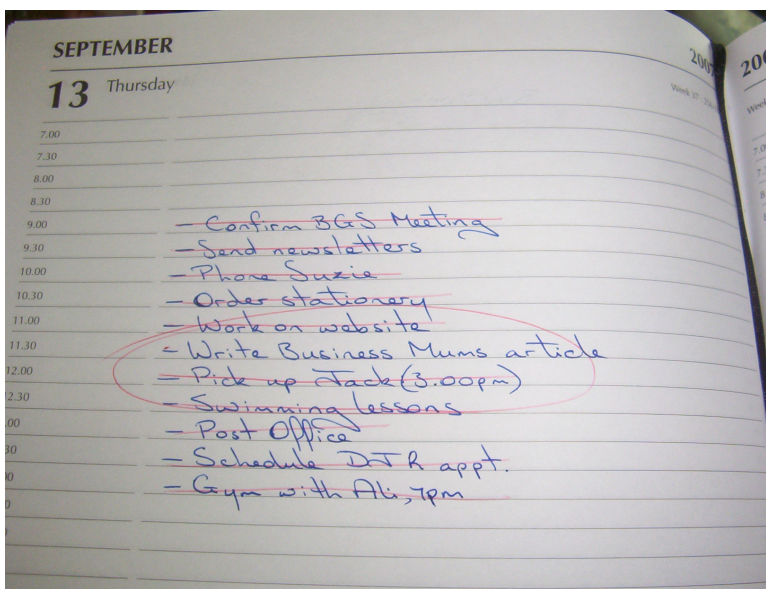
I love being able to tick things off my list! As I complete something – big tick. Then at the end of the day when everything is finished, the whole page gets a big tick – very satisfying.

There is a big bulldog clip holding the finished pages – don't waste time looking back, move forward!!

I don't always get everything done in one day. Sometimes there will be two or three days unfinished, and that's ok. I make sure that I do everything that is time sensitive on a particular day and then I tackle the

rest. If I find I have a few unfinished days, I'll allocate maybe an hour to finish off as many tasks as I can, then I transfer the rest to the current day and tick off the previous pages. (*Have you read 'Eat that Frog!' by Brian Tracy? Tick off the big ones first.*)

I still have my normal diary that I carry with me for when and where I have to be somewhere – two diaries for two very different tasks.



Remembering birthdays, anniversaries, etc

(Great tip that some wonderful person passed on to me)

Get a birthday book and write birthdays and anniversaries into it as soon as you find out about them; don't assume you'll remember when the time comes.

Whenever you have the opportunity to get bulk cards, grab them – from retail stores, school fundraisers, etc. Always make sure you have a good selection on hand, **with matching envelopes**, for all ages, gender and celebrations, including blank ones.

At the end of each month,

take out your birthday book and write up the cards for the next month. Address them, put the date of the birthday where the stamp will go, then file them in date order and put them somewhere prominently on your desk ready to post off a couple of days before the date.

If there are people that you can send an e-card to, subscribe to one of the e-card websites and post date all your e-cards when you do your regular cards. (*I use Hallmark.*)

Plus, when you have a good selection of cards on hand, it's much easier to send off a quick thankyou to someone or a note to show you care. As we

get busier, these gestures seem to be lost. Whether it's a card, e-card or email, it is important to show others that we acknowledge and appreciate them.

These are just a couple of really simple ideas to get you started. Although they're simple, you'll be amazed at how much more organised you will be once you start using them.

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