

Scraps of paper

How much of your life have you spent looking for some notes you took, important information you need, or a missing phone number. You don't want to call someone asking for it again, admitting you lost it.

How frustrating is it to waste time looking for a note or phone number? Doesn't it always seem to happen when you just don't have the time to search?

How unsightly is that pile of notes? Or, how unsightly are all the piles on your desk, in your kitchen, and on your dressing table? Notes and papers all over that you don't dare to throw away and you can't stand to look at.

Of course, it's almost impossible to find the note you need. Where is that phone number? What is the date I was supposed to.....? What is their name? The list is endless.

The solution is simple. A spiral bound notebook. When you need to make a note put it in the notebook. Keep the notebook in a drawer near the telephone or on your desk. It's simple, neat and effective. The notes are all in one place and neatly hidden in the notebook.

If you are going out and will need to take notes, take the notebook with you. Date the page. If it's something that needs to be done, put a big check mark on it when done. When all items on the page are done, put a check mark on the page.

This is great for making notes of calls to return and the return number you get off the voice mail. If needed long term, put it in your contacts. Many people don't take the time to do that. At least you have it in your notebook and you now know where you can find it for the future.

Have you ever had a phone or in person discussion and wished you had notes to help you remember what was said or agreed to? Did someone ever quote you a price and then charge you more? Did you

have the note with the agreed price? Without the note you have no proof.

No, you won't always have the notebook with you. Use the notepad on your phone. I am always making notes on the run on my phone. Often I don't transcribe them, I just leave them on the phone. The phone doesn't get heavier and there is no harm done. The notes feature on the phone is one of my most used features. Think grocery list. Jot down what is needed as you run out and when you go to the market look at the phone. Simple.

Some people are now using the iPad for the notebook. That's fine. The key is what works for you. A notebook. The iPad. The phone. Keep all the notes in one place to the extent possible and be sure they sync across all your devices.

As the phone is usually with you it's the easy last resort of where to make a note that will not get get lost.

Now, your stress is reduced, and you've saved all that time you've wasted looking for the scrap of paper. Try it. You'll be glad you did.