

# **GOOD STUFF** monthly ®

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*(Please post on company fridge, bulletin board, etc. so everyone can benefit!)*

## **JANUARY: “ORGANIZE HOLIDAY PHOTOS”**

Love those holiday/vacation photos but hate to organize them?

The following GOOD STUFF system works whether you're hi-tech and keep your digital photos on your computer or no-tech and have your film developed in the grocery store and then stash the packets in shoeboxes.

Remember the “three T’s”: **Timely, Tops, and Treasure.**

1. **TIMELY.**

Make a date with your family, spouse or self within two weeks from arriving home to look through your pictures. Make it fun – family brunch, coffee in bed with spouse or treat yourself to a nice restaurant during lunch hour.

2. **TOPS.**

Pick the top photos from each trip/holiday/event.

There's no right number in winnowing down your photographs. Either pick your top three from the weekend trip with friends or the top(s) in categories like **top sunset, top fish, top group shot**, etc. from the two-week dive trip.

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**JANUARY: “ORGANIZE HOLIDAY PHOTOS” (cont’d)**

*Okay... Got my TOPS, now what do I do with them?*

Organize so you can easily find your favorites in the future without asking,  
“*When did we do that?*” or even “*Are you sure these are our pictures?*”

Both our hi-tech (digital camera and computer) and no-tech developed film and shoe box) are based upon the same simple principle:

**DATE THE PHOTOS AND CREATE A BRIEF DESCRIPTION!**

METHOD #1: HI-TECH

- a) Create a folder on your computer named My Pictures.
- b) Within that folder, create a folder for this year, 2006 Pictures.
- c) Within the folder 2006 Pictures, create a folder for each trip or set of pictures, like **Bahamas Sailing Trip** or **Christmas**.

**NAME YOUR TOP PICTURES**

Rename each of the photos with a date and then brief description. For example, our best sunset with the entire group from our sailing trip in the Bahamas would be renamed: **Dec05 Sunset Group.jpg**

If we wanted to actually remember where we took that sunset, we would rename it: **Dec05 Golden Isle Sunset Group.jpg**

METHOD #2: NO-TECH

Instead of folders on the computer, you’ll create a folder or envelope or whatever works best for you!

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## **JANUARY: “ORGANIZE HOLIDAY PHOTOS” (cont’d)**

Wherever you keep the family photographs – from archival methods to shoe boxes – divide by year. Then keep individual folders, envelopes or just the package from the film store marked with the name of the trip like **NAPA WINERY TOUR**.

### **NAME YOUR TOP PICTURES**

Mark the back of your photos via the same system as described in hi-tech.

**HELPFUL HINT:** Always get films pictures developed with a disk, even if you don’t have a computer. It’s archival for the future. The disk will come with a thumbnail image for each photograph. Match your top photos to the thumbnail image and circle them with a Sharpie marker.

Write the trip name -- **VAIL SKI WITH KIDS** – on the disk with a Sharpie marker.

### 3. **TREASURE!**

Pictures aren’t just for frames on the mantel or hanging on the wall. Try this:

- Make calendars with favorite pictures for both home and work –
- Put pictures on coffee mugs to brighten your day first thing in the morning –
- Print out your favorite photos as 8 x 10’s and write meaningful or funny descriptions on the bottom.

*“Sunsets always seem brighter after a few margaritas...”*

*“Jack won the award for the most colorful jacket on the slopes...”*

Then laminate with the thickest lamination – copy and office supply stores can do this for you for a couple dollars – and tack all over the laundry room or garage or anyplace where picture frames won’t do.

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## FEBRUARY: “FINDING YOUR MATE ONLINE”

### Want to make this Valentine’s Day your last alone?

Follow these tips from two women who met their husbands online & authors of “Finding Your Mate Online: No Fear, No Embarrassment, Just Love!”\*

#### 1. **BEGINNER – “Getting Online & Posting Your Ad”**

Top 3 tips:

- a) Write your lists – YOUR KEYS TO SUCCESS – which should include what **you** have to offer (ABOUT ME) and what you’re looking for in a mate (ABOUT HIM).
- b) Before you place your ad, show it to both a female and male friend for advice. Be sure to ask a man with values similar to whom you’d like to meet. Don’t ask a playboy if you want to get married and have kids!
- c) Don’t use a work computer! Employers have the right to check their network records to see where and when you went online.

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## **FEBRUARY: “FINDING YOUR MATE ONLINE” (cont’d)**

### **2. INTERMEDIATE – “Screening Your Replies & Having Fun Dating”**

Top 3 tips:

- a) Create the top 5 questions you’d like to know about a man that he probably won’t offer to tell you. This is your SECRET SCREENER!
- b) Write your first reply incorporating your SECRET SCREENER questions in a subtle way. Keep it short and flattering!
- c) Don’t wait until you’ve had a first date with everyone before you have a second date with someone you liked.

### **3. ADVANCED – “Finding and Marrying Your Mate”**

The ADVANCED SECTION takes the experiences from your last Internet dating attempt and helps you re-examine the process.

Top 3 tips:

- a) Analyze your last 20 internet dates: What changes should you make to make it your last date?
- b) Create your TOP 3’s: **“I really liked...” “I really hated...” “I wish...” “Uh oh...”**
- c) After each date, write a DATE RECAP. Use the 9 questions listed in **“FINDING YOUR MATE ONLINE”** or create your own!

**\*Courtesy [www.FindingYourMateOnline.com](http://www.FindingYourMateOnline.com)**

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## **MARCH: "CRASH"**

*noun:* 1) Best Picture 2005

*verb:* 2) Worst thing that can happen to your computer!

**Follow these EASY tips to safeguard all your important computer data!**

### **1. The easiest back-up system ever!**

IF your computer has a USB plug, buy yourself a portable hard drive with USB and simply COPY all your documents onto this drive.



Keep big files like music and pictures on this drive that you don't need each day.

### **2. The easiest way to get that back-up system!**

Go to Staples.com, OfficeDepot.com, OfficeMax.com, etc. and type in "portable hard drive." You should be able to find something with 80 GB (how much stuff it can hold) for only \$100.00. For the average person, this will be more than enough room!

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## **MARCH: “CRASH”** (cont'd)

### **3. Now... just do it!**

It won't work just sitting in the box, so pick a time when you won't be using your computer but is easy to remember – your kid's soccer game, Saturday night out to dinner, even overnight!

Once you get your system down, it's literally just plug in, then a few clicks!

### **4. Only a few clicks away...**

Prepare your portable hard drive by creating a folder called LISA BU MARCH 06. Feel free to use another name if you aren't Lisa!

Now you can copy all the folders you want to back-up into that folder on your portable hard drive, which your computer probably calls by a letter like D: or E:, etc. since the computer's own hard drive is usually C:



Store ALL the information like your word documents, your pictures, etc. in one folder. For example, many PC's come with the folder MY DOCUMENTS. Then you simply click on the MY DOCUMENTS folder to open it, SELECT ALL the folders inside and COPY THE SELECTED ITEMS onto the portable hard drive.

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## **MARCH: “CRASH”** (cont'd)

### **5. Help is on its way!**

If any of this sounds remotely uncomfortable, the good news is that professional help is available anytime for very reasonable price, considering your data is priceless.

First, contact your computer manufacturer. They may be able to answer your questions at no charge, may charge a one time fee or will refer you to the software manufacturer who can help.

For example, we recently had a problem with our Outlook and Microsoft solved the problem for their single use fee of \$35. They guaranteed to solve the problem or refund the cost!

### **6. Once you've found your groove...**

After you've got your system down and feel comfortable, it's time to back-up important items like your emails, financial data, etc.

You'll also want to make sure you have the disks for any software you consider essential, like ones you depend on for making your living!



Start with your top 3, otherwise it becomes overwhelming and you'll never do it!

For example, our top 3 is email (AOL and Outlook), financial data (Quicken) and software essential to our business (Final Draft).

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## **MARCH: “CRASH”** (cont'd)

### **7. Backing up your program information.**

Backing up emails and other information within your software is different from backing up your documents but not any harder!

There are several ways to find out how to for your software:

- a) Go into the program and click on HELP. Type in BACKUP and see where that leads you.
- b) For emails on a paid ISP like AOL, Earthlink, etc. CALL them. They will walk you step-by-step on this process.
- c) Go to helpful websites like About.com and type in, for example,  
**backing up Outlook 2002**  
and see what helpful articles exist on that topic.



Don't reinvent the wheel. We've already created an Excel file where you can write down all the information like how-to back up, serial #s, passwords, for that essential software. We'll email you that Excel file just because we like passing along good stuff!

Email us at [goodstuff@ScriptChanges.com](mailto:goodstuff@ScriptChanges.com) and put EXCEL FILE in the subject line and you'll feel like the most prepared person on the planet!

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## **APRIL: “PAPER-FREE TAXES NEXT YEAR!”**

**Ugh! Hate all those itty-bitty receipts? Feel overwhelmed in paper?**

***Here are some tips for making next year’s return paper-free!***

Obvious disclaimer – we’re NOT tax experts. This is organizational information! Double-check with your tax preparer or the I.R.S.

### **1. Download ALL your bills as .pdfs.**

Adobe .pdf stands for “portable document format” but all you need to know is it’s the format most of your downloadable bills come in. Your computer probably came pre-loaded with the free reader or you can download from [www.Adobe.com](http://www.Adobe.com). It works with both PCs and MACs.

So the goal for next April is to have all your bills easily accessible on your computer instead of stuffed in those messy manila folders!

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## **APRIL: "PAPER-FREE TAXES"** (cont'd)



Before you start downloading, figure out an easy system of storage!

We'll use ours as an example. Our PCs have a main folder called MY DOCUMENTS. We created a folder within MY DOCUMENTS called:



2006 Tax Return

And within that folder



Bills

And within that folder



Credit Cards



Mortgage



Utilities

Etc!

Use whatever system works for you, but it's easiest if you set it up BEFORE you start downloading!

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## **APRIL: “PAPER-FREE TAXES”** (cont'd)

### **2. Set-up email ALERTS to remind you to download your bills!**

No need to **remember!** You can set-up email alerts to remind you to download your bills.



Don't get overwhelmed! Set aside 15 minutes each day to get your system up and running. Tackle your credit cards, then your utilities, etc. Keep in mind that once you've set this all up, you'll be paper-free every year!

### **3. Use your PDA as a tax return tool!**

Make the PDA you can back-up onto your computer a helpful tax return tool! Tax-deductible dinner with a client? Don't just write: **7pm Ivy w/Mel G.** Detail the evening with something like: **7pm: The Ivy with Mel Gibson to discuss “UNTITLED FILM IN UNDECIPHERABLE LANGUAGE.”**

*p.s. Did you read the part about us NOT being tax professionals? So please use this as helpful organizational advice and NOT tax advice!*

### **4. Scan your receipts!**

The technology to scan documents into a .pdf has become very simple and inexpensive. Like most organizational methods, it's best to do on a regular basis, otherwise it becomes a gargantuan task once-a-year!

For our business, we have multiple scanners, but the one we recommend to friends and family is the Hewlett Packard PSC “All in One.” PSC stands for Printer, Scanner, Copier. It's compact, easy to use and sells for about \$100.

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**APRIL: “PAPER-FREE TAXES”** (cont'd)



If you scan your receipts on a weekly basis, it will become effortless. Follow these simple tips:

- a. Buy sheet protectors with one side that opens and store your tax deductible receipts laid out in these sheet protectors.
- b. Scan the receipts once a week.
- c. Name the files something easy like: 2006 Tax Deduct Receipts April 1.pdf, 2.pdf, 3.pdf, 4.pdf, etc.
- d. Create a folder to store them in. Something like:



Tax Deduct Receipts



- e. Store them in the 2006 Tax Return folder that your created.

**5. Request your tax return as a .pdf!**

Most tax return programs will allow you to save as a .pdf. Ask your tax preparer to supply both a hard copy to look over AND a .pdf for your records!

Good luck next April!

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