

7 Tips to Save Time by Using Your Computer

By Barbara Myers

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Getting Organized Saves Time <http://www.ineedmoretime.com>

1. Spreadsheets. Use a spreadsheet to make lists, keep track of projects and people. Use one to follow up on delegated items.
2. Form letters. Develop a form letter for your sales proposals, thank you notes and frequently asked questions. It's less time consuming to tweak a form letter than it is to start one from scratch.
3. E-Mail. Communicating by e-mail is simple and fast. Avoid phone tag!
4. Fax Modem. Fax documents with one tap of the send button. Avoid walking to the fax machine, searching for the proper fax number, inserting the paper and dialing.
5. Contact Manager Program. Set reminders for yourself. Keep addresses and phone numbers organized and readily accessible. Store valuable information on each contact.
6. Search the Internet. Find the information you need quickly. Shop. Research. Learn something new every day.
7. Scanner. Scan documents into computer files. As long as the files are organized, you'll be able to access them quicker than paper files.

Barbara Myers is a professional organizer and speaker. Free tips booklet to help you take control of your time by organizing your life. Visit <http://www.ineedmoretime.com>

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