



Let us help you get your *dhucks* in a row...

*Tips & Tricks*

**March 2008**

Welcome to *Dhucks' Tips & Tricks*

**Begin with the End**

I find that it is easier to know when I've arrived if I know where I want to go. So before you file that paper, store that item, create that great filing system or organize your stuff, **begin at the end**. Ask yourself...

**1. How will I find it again?** If you want to file that great article or keep that extra package of whatnots just in case you need it, great. But how you will remember you have it and where it is? The information or the object doesn't do you any good if you can't find it.

**2. How much time is it going to take to maintain my system?** I don't know how many times I've created an amazing financial system that required hours of filing and data entry each time I used it. In the end, I quit doing the maintenance because I didn't have the time or the desire to keep it up. Now, anytime I create a system I focus on keeping the maintenance to a minimum. Think about how you will maintain your filing system and set aside that time each week, each month or once a year for upkeep. If you aren't willing to schedule it in, then maybe the system needs to be simplified a bit more.

**3. When am I definitely going to use it again?** If you don't have a specific time frame in mind for an item, don't keep it. You tell yourself that *someday* you will have the time to finish that project; or that you'll keep that old TV just in case your new one dies *someday*; or even that you'll fix that lamp *someday*. But if you haven't already noticed, *someday* rarely comes. Let it go now. Live in the now, not the *someday*

Whether you **begin at the end** or somewhere else, start to make the small changes to have more fun and enjoy your life now.

Shawndra



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