

## The Notebook

Simplicity in life and finding things is the notebook.

I use a spiral bound notebook and have done so for almost 40 years. I date each page and list the time of all telephone calls. A check mark is put beside things that are finished and the top of the page is checked when all items on the page that need to be addressed have been. Yes, I keep them and file them by date. You only need to go back once to find a name or number to make it worthwhile.

The notebook replaces all those scraps of paper you cannot find when you need them. It also eliminates the mess of all sorts of paper all over the place. Everything is in one neat notebook that can be closed and put out of sight as needed. Plus, it is low tech and you do not have to have the computer with you.

Put the notebook by the phone and make notes, as needed, in the notebook. Put numbers and names of people and people to call back. Make notes on prices given, makes, models, and details. A written notes eliminates confusion later and less confusion is less conflict.

By making notes you will have access to the facts when needed. Nothing helps an argument more than confirming on what date and what time someone said something. The notes give you the confidence to stand up to what was said and quoted.

Take the book to meetings and make notes. Keep it with you to make notes from the cellphone calls. Make notes to yourself in ideas and inspirations that come to you. It is hard to lose the notebook.

When you have returned the calls and finished a page put a check mark on the top. That means all calls have been returned or projects started, done or in process.

People remember when you say you will do something. Perhaps you don't always remember. A note in the notebook will help you to remember and make you look good as a person of your word.

Sure, names and numbers need to be put into computer databases, and if you can do that while on the phone, you don't need to do it in the notebook.

The same goes for file and quote documentation for those who have it in their offices. However, when it is not available or easy, the notebook does the work. Check the item off when you have put it in the computer.

Is a notebook for you? Will it help you? Well, try it for two weeks. You have nothing to lose and everything to gain.