

Top Ten Client-Favorite A-ha's!

1. The “Touch Paper Only Once” theory only applies to brands like Charmin or Kleenex. But do make a decision the first time you touch it and then stage it accordingly.
*(This A-ha! and more found in **A Better Way to Organize Your Workspace** course)*
2. [ALT + Enter] in Microsoft Excel forces a new line within a cell.
*(This A-ha! and more found in **A Better Way to Use Excel** course)*
3. “Just because you’re free, doesn’t mean you’re available.” Be selective with your time.
*(This A-ha! and more found in **A Better Way to Manage Your Workday** course)*
4. [Shift + Enter] in Microsoft Word while using Bullets & Numbering skips the bullet/number. When you press [Enter] again, bullets/numbers resume.
*(This A-ha! and more found in **A Better Way to Make Lists & Meet Deadlines** course)*
5. In Microsoft Outlook, drag an email and drop on your calendar button to create an appointment.
*(This A-ha! and more found in **A Better Way to Use Outlook** course)*
6. [CTRL + ;] in Microsoft Excel enters today’s date in the cell.
*(This A-ha! and more found in **A Better Way to Use Excel** course)*
7. You have an inbox for email. Have an inbox for incoming paper items as well, preferably located not at your desk but outside your office to minimize interruptions. Process it regularly!
*(This A-ha! and more found in **A Better Way to Organize Your Workspace** course)*
8. [CTRL + G] in Microsoft Outlook’s Calendar to quickly go to a specific date.
*(This A-ha! and more found in **A Better Way to Use Outlook** course)*
9. [CTRL + “] in Microsoft Excel enters the above cell’s value.
*(This A-ha! and more found in **A Better Way to Use Excel** course)*
10. Use a timer to help you manage time, focus on tasks, and conduct meetings. (My favorite timer is available for purchase at <http://www.timetimer.com/?promo=BetterWay.>)
*(This A-ha! and more found in **A Better Way to Manage Your Workday** course)*