

Getting Your Business “e-Organized”

Are your computers helping your business to be organized? Take a look at the following areas in your business. Use these guidelines to make sure that your computers are efficiently working for you.

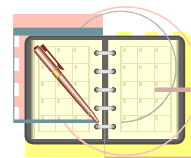
Handling the “people” of the business

- Do we have a contact management database to put all contact information? Is it “network-able” so we can access the information from multiple computers within our organization?
- Are we categorizing each contact? Are we able to do targeted mailings and other marketing efforts? Can we find contacts quickly and put information about them at our fingertips?
- What is our procedure for handling telephone calls?
 - Calls from customers/clients
 - Calls from potential clients
 - Calls from vendors/suppliers



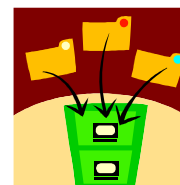
“Time and Project Management”

- Do we have calendar, planning and/or scheduling software?
- “Project Management” software?
- Is there a standard method to handle appointments, schedule meetings, meet deadlines?



Handling the “documents” of the business

- What are the standardized ways that we file and name computer documents?
- Is our paper filing system standardized, too? Is the method documented?
- Do we use standardized forms?
- How do we handle the “mix” of electronic and paper documents?
- Do we have a procedure for archiving documents? Is it written?



Handling the “accounting” of the business

- What are the procedures for handling incoming payments?
- What are our procedures for handling outgoing payments?
- What are our procedures for handling receipts and other expense documents?
- Are we able to “take the temperature” of our business based on financial information?



Handling the “computers”

- Where is our central place for all computer-related materials?
- Who do we call for breakdowns?
- Who do we call for software help/training?
- What is our computer maintenance schedule?
- Are our Backup and Emergency Procedures documented?

