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Summer 2008

# Legal Connection

KEEPING LEGAL PROFESSIONALS CONNECTED

## Are You D-A-F-T?

DISORGANIZED-ANGRY-FRUSTRATED-TIRED

We've all been there! A desk piled with papers, an e-mail inbox overflowing with messages and the information we need buried somewhere.

Not having a system in place to handle the 100's of items one is bombarded with daily is what ultimately causes the above scenario. As for the paper, here's a few startling numbers from [www.docuvation.com](http://www.docuvation.com):

- 18 minutes is the average search time for a document
- Each 4 foot filing cabinet holds an average of 10-12,000 documents, takes up 9 square feet and costs \$1,500 per year
- Every 12 filing cabinets requires an additional employee to maintain
- Each lost document costs \$350-\$700
- More than 70% of today's businesses would fail within 3 weeks if they suffered a catastrophic loss of their paper based records

So what's the solution? As with anything, depends on your tech comfort level, budget and willingness to change!

One almost pain free solution is scanning your paper documents to digital and storing them electronically in a reasonably intelligent manner.

We're not talking expensive document management – just consistent naming of all your files and placement in a location you can get at it, when needed. This location could be on line, on your PC, an external hard drive or network drive.

To start, many offices scan paper documents AND file the paper copy as well. Over time there's less reference to the paper files – which can be phased out or at least put on a diet!

I recommend you always keep originally signed legal documents in paper form. ;)



*No one can succeed and remain successful without the friendly cooperation of others. ~ Napoleon Hill*

To listen to FileWorks CEO, Alan Shaw discussing what to look for in on line document storage, click [here](#).

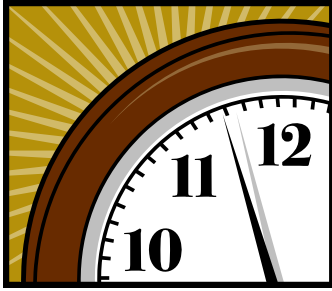
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**SMARTER  
TECHNOLOGY**  
Experience  
Counts



Don't use a Google, MSN or Yahoo e-mail address for business. It's simple and inexpensive to get your own domain and have a professional e-mail address – no website needed!

Navigate to [www.godaddy.com](http://www.godaddy.com) and search for available domains. Once you register (about \$10/yr) your domain will have one free catch all e-mail address. Load that address into Outlook/Outlook Express or point it to your unified messaging account. Once you have a host, you have more choices for e-mail administration.



## Take the 2 Minutes to ...

SHORT SNIPPETS OF PRACTICAL INTEL



### READ: Do You Know the Dangers - Guide to Types of Computer Viruses & Malware

By JR Lang

A complete guide to computer security. Detailed descriptions of all types of Malware, including, viruses, worms, rootkits, spyware and more.

[\[READ FULL ARTICLE\]](#)

### LEARN over 7 hours of practical information on the day to day tech needed to run a successful law practice

By Ross Kodner, Esq.

Want to go *paperless*, buy a laptop or need to understand meta data? Ross is your guy!

Purchase, download and view Ross Kodner's [Taming the Technology In Your Practice - Practice Smart, Make More Money, Have a Life!](#) now available on demand [here](#).

### READ: Wi-Fi Security Tips

Below is a link to an article written by Michael Kassner and published by TechRepublic.com.

It explains "wi fi" for the average joe and goes through several simple steps anyone can do to protect their data and information when using public, open and "free" wi fi/hot spots:

### 10 Wi-Fi Security Tips for Road Warriors

### MAINTAIN YOUR PC:

Close all open programs and "Analyze" using



CCleaner

Once analyzed, click on "Run Cleaner" to remove the electronic debris collected from every website you visit, e-mail you get and program you open.

## UPCOMING EVENTS

Mark Your Calendars



July 31 Last Day To Nominate  
LegalTypist for LTN Award

August 7-12 ABA Annual Meeting NYC

August 8 ABA Soloday - NYC

To view or subscribe to the LegalTypist calendar, click [here](#)



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20 minutes of practical information



Speaker	Topic	
Andrea Cannavina Virtual Assistant	<a href="#">Spring Clean My PC!</a>	<a href="#">GO</a>
FileWorks Founder Alan Shaw	<a href="#">On Line Document Storage</a>	<a href="#">GO</a>
Andrea Cannavina Virtual Assistant	<a href="#">Digital Dictation 101</a>	<a href="#">GO</a>



# 19 Ways to Reduce Handling Paperwork

Eliminating paperwork increases productivity

Working on a clean, organized desk can increase productivity and eliminate confusion and disarray. Below are 17 simple ways to eliminate accumulated paperwork and create a productive environment:

1. Create a block of time during non-prime hours to handle paperwork. Schedule this in your planner and stick to it.
2. Sort through and handle the papers in your in-basket no more than twice a day.
3. Never handle a piece of paper more than once. Avoid the "I'll just put this here for now" habit.
4. Throw away previous drafts. They serve no purpose.
5. Limit the length of letters, recommendations, responses, meeting requests and other correspondence to one page.
6. Ask people if reports they prepare (or you prepare) are really necessary. Prepare them only when needed, not as a regular routine.
7. Do something with every piece of paper that reaches you and put it in its proper place -- not just back on the pile.
8. Reduce the number of memos you keep. After all, memos are primarily for short-term information. Record the information you need and toss the memo.
9. Create different file folders:
  - Training file for useful items on personal or professional development
  - Supplier file for information on products and services
  - Invoices to pay
  - Upcoming events to attend
11. Throw out last month's copy of a magazine when this month's copy arrives. If you must save them, only keep a year's worth. Stop subscriptions to magazines and newspapers you don't read anymore. This saves you money as well as time and guilt.
12. When you find items you keep putting off reading, ask "How likely am I to read this and how valuable is this information?" Throw it out.
13. Extra storage space ends up getting filled up quickly. Try reducing or throwing out extra paperwork collectors. Limit your stacking trays to two: one for incoming papers and the other for outgoing papers.
14. Reduce your credit cards to one per adult, two if you use one for home and one for work. This reduces statements and bill-paying time.
15. Reduce your bank accounts, if you have several. If you find yourself dealing with multiple bank statements every month, this is a good place to start.
16. Pay bills by automatic deduction. Most utility bills can be handled this way.
17. Put all your receipts in a small envelope. Sort through them every month or every quarter.
18. Handle routine requests or tasks immediately whenever you can.
19. Cut back on sending memos. Use a phone call or email instead.

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## Ideas @ Work: 3 Ring Binders

When people think of "filing" they almost always envision beige colored folders and a filing cabinet. Not me!

I prefer 3 ring binders. A trusty three hole punch and binders with inside pockets and I'm good to go!

Along with being great for paper storage, you can purchase zipper pouches and other specialized "holders"; dividers for labeling inside sections - you name it! This makes binders infinitely customizable. Of course, you can color code and label the outside of the binder too.

Best of all, not only do binders stand almost anywhere (instantly alleviating the need for filing cabinets to keep your stuff looking neat) but binders are ultimately portable too!

I use a binder with all my company's financial information – bank statements, Paypal records, governmental notices, Quickbooks reports, etc. Each month I give it to my accountant and he returns it with copies of my most recent financial and company reports – ready for me to three hole punch and add to the binder. Priceless!

Finally, binders satisfy the frugal in me! Recently, **Staples** had an in house special: 1" 3 ring binders in a huge assortment of colors – half off (that's only \$1.24 each!)

Do you have a way of doing something that may be different, but just works? If so, we want to know!

E-mail your **Idea** (fewer than 200 words) to: [editor@legaltypist.com](mailto:editor@legaltypist.com).

Please include your contact information so we can let you know when your **Idea** will be published!

**About the Author** Sharon Williams, MVA, PREVA, is president of **The 24 Hour Secretary** and provides administrative, secretarial, marketing and internet-based virtual support services for successful but sometimes overwhelmed executives and busy entrepreneurs. Subscribe to **Smart Business = Success**, the free monthly ezine stocked with business tips for the busy professional. Contact Sharon by email at [info@the24hoursecretary.com](mailto:info@the24hoursecretary.com).

# Dano Does...

My husband, Dan, is a great guy to know. For instance, I couldn't have set up my h/office without his guidance and ability to work with wires and electricity.

By day, Dan is a small business machine service technician for a huge international corporation. Recently, he was educated on a printer/copier which literally took up its own room!

Along with being electronically inclined, Dan's also a handyman and a wee bit obsessive compulsive when it comes to his tools, electronics and music (just thought I'd throw that in there!) ;)

In any event, Dab has a vast array of knowledge outside my own purview which I have created this recurring column to share with you – my trusty subscribers.

In each installment of **Dano Does...**, I'm going to explain to you how Dan does something. It may be

something simple like a quick computer setting – or it could be a site he enjoys or trick he's learned. It will always be something you will find useful.

For this first installment of **Dano Does...** I'm going to pick a handyman item:

Dano vacuums outside. Instead of raking, blowing or sweeping, he uses the shop vac and literally vacuums our 100' driveway and parts of the back yard. From the petals that litter our property in the late Spring, to the leaves in the Fall, if our shop vac can suck it up – Dano will vacuum it!

At first I thought it was really odd – but after reflection... why not? He says why blow, then sweep, then bag – just suck it up in the shop vac and empty the vac when it's full. Although it looks odd, it makes perfect sense.

So next time you see the leaves, grass or other litter of mother nature in your world, consider vacuuming it!



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