

## **RESOLUTIONS FOR THE OFFICE**

IBT-USA, an employment agency, asked their clients for their New Year's Resolutions for the office in 2006, the top ten responses were:

10. Get fit—both physically and mentally—it relieves stress.
9. Get organized so I stop wasting time looking for things I can't find.
8. Spend more time with my family.
7. Set & keep appointments on my calendar to read and do my own work.
6. Respect my time and the time of others.
5. No scroll bar in my email "In-Box" at the end of the day.
4. Take time each day to think and plan my work.
3. Fall in love with my "Delete Key" & learn the power of "Right Clicking"
2. Eat lunch at lunchtime—and not in my office.
1. Don't let email run my life.