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A President

Managing the Mobile Office:

Keeping Your Business Organized on the Go

By Angela A. Aldrich

Many people have the privilege, or agony, depending on your viewpoint, of working on the road. Sales professionals, telecommuters, and others of the like, work anywhere and everywhere except a regular office. These lucky folks get to live in their car or in hotel rooms in various places across the globe. In our ever-growing technological society, business can operate efficiently with employees connected from afar. Most people do not need to punch in and out on a daily basis anymore. This evolution of industry can be great for commerce, but a nightmare for the unorganized traveler.

Spending a significant amount of time in your car can be exhausting. Trying to keep everything handy can be a challenge. Depending upon the

amount of stuff you need to tote around, there are a variety of simple and inexpensive ways to create an office environment in your vehicle. One of the options you have is to get some sort of “storage” for your car. Now I am not talking about the mesh grocery bag holder some people have in their trunk, but something you can have inside the car with you for easy access. An accessory that would have the ability to hold all your basic supplies that you can just pick up and take with you is ideal. Now when I say basic, I mean basic. You can get a clear case that will hold pens, staples, staplers, tape, notepads, etc, which is capable of holding anything from your desk you may need with you and compact enough to throw in your car without taking up a ton of room. Then you can virtually have a desk in your car. Beyond basic supply storage you can have a place to hold files, binders, reports, or other paper items.



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YOUR BUSINESS MIGHT NEED A3 IF.....

- You have tax records for the last 27 years—somewhere.
- You have to empty your chair before you sit in it.

YOUR HOME MIGHT NEED A3 IF.....

- Getting dressed in the morning involves visits to multiple rooms.
- After doing the dishes that have piled up, you have nowhere to put them away.

GUEST SPOTLIGHT

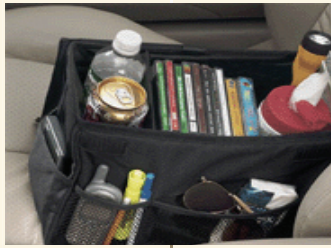
Buying Corporate Art

by Rose Anderson of Pure Gallery

The adage of having 10 seconds to influence someone's first impression of you or your business is so true in today's fast-paced world. Using art to help you put your best foot forward is a well-substantiated idea. The work that you choose can convey happiness, serenity, professionalism or excitement. And artwork can do all of this before you even enter the room. This sets the stage for how your clients view you and your firm. As a consultant, I work with your budget to get you suitable art that helps you make a great first impression.

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An open-top receptacle can provide easy access to not only paper items, but also other business needs such as audio-visual supplements or discs. There are also easy grab compartments for your cellular phone, wallet, and travel itinerary. The great thing about most car organizers is that they can easily be picked up and taken wherever. These items are versatile and can supplement the office in your hotel room.



If you are a long-stretch business traveler, you can be away for weeks at a time. Often your accommodations are not conducive for a productive working environment. With some simple guidelines, you can make any area of a hotel or hotel room a functional and private working office. As the businessperson travels, so do his or her business gadgets. Laptop computers, mobile faxes, blackberries, palm pilots, cell phones, and a variety of things you can't live without, must come along. Most hotel rooms these days have all kinds of amenities for

technology on the road or at the very least a desk where you can work. Use that desktop space wisely. Do not pile papers on it if you have a mobile file box or briefcase to carry them in. Only use the space you have to work on your task at hand. If you need to sprawl, a temporary solution could be using a clean dresser top as an executive style desk. Always put away a project once you are finished working on it, even if only until tomorrow. That way, you keep all your information neat and organized so if you get a call at three a.m. asking about an important account, you know exactly where the information can be found. Others may have "work stations" in a lobby or common area on the grounds. You can work in a common area and still have privacy. Headphones are a great accessory for phones and computers to keep out sound, while keeping you focused on your conversation or the email you may be reading.

If there is an inordinate amount

of work in tow, prioritize. You can't keep it all handy. Take a few minutes and plan your day. Make a list of what's on your agenda for that day [morning/afternoon]. Put the rest in storage in your car or leave it in the hotel room. If anything or everything can come up in a day, organize each file so that the information most often needed can be taken with you in a thin file. This gives you the command of all your items at your fingertips, without lugging huge files and unnecessary baggage. To make things even easier, you can color-code your thin "portable files" by account, client or name of project.

When you are on the go, you don't have the comforts of home and you are basically always in your office. You, like your work, need to be prioritized. Take occasional time outs and remove yourself from your work and your work areas. Try meditation, an abbreviated yoga class, read a book, or take a nap. You will be more efficient in the long run and have more stamina if you prioritize properly and make time for yourself on the road. ■

A³ TIP OF THE MONTH

Remove all unused hangers in your closet. Put all hangers on the rod in reverse direction so that the open end is facing out. Remove the item you want to wear and when you hang it up again, turn the hanger around (what we know as the right way). This will allow you to see what you're not wearing in three months, six months and even a year. Then give yourself permission to donate the unturned hangers with clothing items to charitable donation.

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