- 10th Anniversary Edition -

The Success Principles: How to Get From Where You Are to Where You Want to Be

Available from HarperCollins Publishers

DO A SEVEN-DAY TECHNOLOGY TURNAROUND

Just as I recommend that you make a list of irritations and annoyances (see *Clean Up Your Messes and Your Incompletes* on page XXX), you should create a separate list of your technology annoyances. Once you've compiled your list, you can begin to tackle the cleanup process (or hire someone to do it). Completing a technology turnaround could take seven days—*or less*—if you focus on the process.

Here are some recommended tasks to get you started:

1. *Organize the files on your main computer.* Arrange them by project, timeline, career versus personal, and other rules you create. Delete files no longer needed. Once you've finished reviewing your main computer, go through the same process with your other devices.

2. *Create and use a file-naming system*—now for existing file folders, then in the future for individual files. Begin each filename with project code, client name, category abbreviation or other 3-letter to 5-letter word to help with later filing and searches. Do a Google search for *file naming* for other ideas.

3. *Back-up your most important files to give you peace of mind.* If your computer, laptop, tablet, smartphone or other device is ever lost, stolen, corrupted or otherwise compromised, a backup of all your files onto a storage drive or to the cloud could help you restore your life and be productive again within hours.

4. *Get control of your passwords. PC Magazine* reports that online merchants and secure websites aren't doing a very good job of keeping your personal information safe. Modern-day computer viruses and hackers routinely grab login information and passcodes from websites where consumers have registered—and now they can even steal these from your own computer. So if you've used the same passcode to establish login privileges at more than one website, you're in trouble. One way to cleanup this problem is to use a different password at every website, but how can you remember potentially hundreds of usernames and passcodes? The only practical way to do that is to use a password management tool which will create—then remember—strings of random numbers and letters for each individual website you need to log in to.

5. *Establish policies about which device you'll use for which purpose.* Stick to your policy so that files, data, contacts, photos and other content you need isn't spread across lots of different devices—but seemingly never on the one you're using at the moment. Better yet, back up all files to the cloud so that they're available on any device at any time, with only an Internet connection. (See *Divide your use of technology among devices* above.)

6. *And finally, master your methods of communication.* Between multiple email accounts, social media messages, chat rooms, message boards, forums and more, there are almost countless ways for people to communicate with us—avenues we have to constantly check unless we rein these in and link them to our main email address. You can't monitor everything. So save time and don't even try.