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## 4i Systems Inc. Update for August 2008

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### Dear Reader

We are now accepting new clients!

There were many new developments this past month - please see the update section to learn more. I have also added a new section that spotlights some current clients of 4i Systems Inc.

In this month's article, I focus on organization. Achieving high levels of success is possible only with having an efficient system in place. I hope you find it useful!

### July Updates

- More capacity available to meet the needs of even more growing businesses. New clients are welcome!
- 4i Systems is now an incorporated company. Our new name is 4i Systems Inc.

### 4i Client Profiles

#### **INSTANTrealestatesolutions.com**

INSTANTRealEstateSolutions.com™ is North America's first source providing real estate investors access to investment properties, real estate investment loans, and other investors looking to joint venture on real estate investing deals together. As a small but fast-growing online investing community, you're guaranteed to find real investors, real deals, and real investment money, all here under one roof.

[www.INSTANTrealestatesolutions.com](http://www.INSTANTrealestatesolutions.com)

#### **8 Figure Empire**

"Learn How To Create Your Success Blueprint for a 6 Figure Bank Account and 7 Figure Profits in 7 Months"

[www.8figureempire.com](http://www.8figureempire.com)

*The owners of the companies listed above have given their permission to be included in this newsletter. This does not constitute an endorsement by 4i Systems Inc. Opinions expressed by these organizations do not necessarily reflect those of 4i Systems Inc.*

### Get Organized for Success!

Getting organized will let more time into your life. Here are some ideas to make your business run more efficiently.

#### **AREAS TO WORK ON**

##### 1. E-mail inbox (work e-mail, hotmail, blackberry)

- Most of our businesses depend on the use of e-mail. The danger of a cluttered inbox is that important messages are lost or not read for long periods of time. This will severely disrupt the flow and integrity of your business relationships.
- Keep your inbox to **less than** 20 messages (read & unread). The other messages should have been acted on or, if they have critical information, saved in a separate folder.

##### 2. Voice mail

- Similar to e-mail, but voice mail tends to be more urgent in nature than e-mail.
- After reviewing your voice mail, and recording the information, there should be **ZERO** messages sitting in your inbox.

### 3. Paper filing system

- If you haven't looked at something after 2 weeks you probably never will. **Pitch it!**
- Keep only those documents that are required for tax/audit purposes such as receipts, invoices, contracts, etc.
- Create a system of filing that makes sense and can be easily maintained.

### 4. Computer files

- Similar to paper filing, only keep what is necessary in an organized folder system.
- With the continual threat of viruses and hard drive failure, subscribe to a reliable back-up and disaster recovery system or service to protect your critical business data.

### 5. Workspace

- Design a storage system for all supplies that will sustain a neat and organized workspace.
- Clear away clutter and toss what is not being used. If paper begins to pile it up - file it or toss it.
- Try a whole new layout for your workspace. This will give you a fresh perspective on how you approach your work and will most likely make you more efficient.

### **TAKE ACTION!**

#### 1. Identify Needs

- Find out what is frustrating you in your work environment
- Write down those things that you consider a waste of time
- Flip these into statements such as "I wish I had..." or "I wish things were more..."

#### 2. Set Goals

- Describe what you would like to accomplish in terms of organizing yourself better.
- Paint a mental picture of what it would look like to have a clean workspace where everything is in its proper place.

#### 3. Establish Time Frames

- The task will seem overwhelming in some cases. Break the jobs down in small tasks.
- Set a specific time that each small task will be done by.
- If you have enrolled the help of others, ensure that they are also committed to this time frame.

#### 4. Execute Your Plan Sequentially

- It will be tempting to jump from one task to another. If this happens, you will be going around in circles. This will then become a long and very frustrating process.
- Attempt to put the tasks in an order that makes sense. You can order the tasks by priority or dependency (one task depends on the completion of another)
- Finish one task completely before moving on to the next.

Follow these suggestions, and you will create a much more efficient workspace, which will save you time, money and frustration.

*David Maifrini, CMA*

### ***About 4i Systems Inc.:***

*4i Systems Inc. provides accounting, information systems and administrative management for small businesses. Our vision is to give small businesses access to the best management systems and professional staff for a fraction of the cost. We are a team of fully qualified and versatile professionals that will keep small businesses operating smoothly, allowing the owners and managers to concentrate on their areas of expertise. For business owners, it is like having a corporate head office for about the cost of a single entry-level employee.*

*To learn more about 4i Systems Inc. and the services we can offer to your business, please visit our web site or contact me directly through e-mail.*

**Sincerely,**

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