

## ACTION PLAN

ADVICE FROM JEFF DAVIDSON, *At Your Best*  
ADVISOR AND AUTHOR OF *BREATHING SPACE*

### Manage Your Scraps!

What are "scraps"? They're tidbits of information you want to retain, coming to you from any source. The phone number of a good plumber, the name of the movie theater with the \$2.50 matinees, a poem you saw in a magazine, a newspaper article related to your work: They all qualify as scraps. In this era, we've all got dozens—if not hundreds—of scraps.

Holding the scraps for too long or not allocating them appropriately clogs your intake capacity and often results in losing them or devoting too much time and energy to recovering them.

To quickly handle a scrap of information that enters your life, act on the scrap, whatever it is, right now—or place it in a tickler file or a scraps notebook, to be acted on when you pull those files periodically. Don't let that scrap linger in your wallet or purse, or on your desk.

**ACTION PLAN:** Deal with scraps quickly or risk not following through on the original reason you retained them. I find it convenient to convert scraps to on-location Post-it notes, which can be placed near the stove, near the medicine chest, on my car's dashboard, or at any of the other stations in my life.

### FRESH INSIGHT

Recognize that your life is finite; you can no longer settle for living your life in what's left over after each day's onslaught of competing bits of info. You alone can make sensible choices about what's best ignored and what merits your attention.

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**PURPOSE:** To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work.

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