

Sharon & Howard Swartzman  
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Dear Jeff,

We were on the cruise from HongKong to Singapore (1/19 to 2/2) and attended your program.

What I liked about you personally is that you are engaging, humorous/witty, informal, informational and motivating.

I liked your "quizes" and "trivia" information. I liked your practical everyday life and everyday language examples.

Five things you said were very useful and I have already put them into action!:

- (1) Clipping Table of Contents and putting it in a notebook
- (2) Leave a 20% vacancy in each cleaned out/organized space
- (3) Bring papers to their end destination soon
- (4) Stand at a counter for faster action
- (5) Drink more water (8 glasses)

I also took your advice about taking prompt action. My re-entry from the cruise found me "waking up" at 4:00 a.m. every morning . . . a perfect time for organizing new systems, throwing away clutter and in general simplifying.

Here's what action I've already taken:

1. Got a Tickler File and file folders to organize my important action papers.
2. Filled 3 large trash bags of paper.
3. Dropped off major stacks of magazines at the library - including Travel and Leisure, New Yorker's (hard to say goodbye to all those wonderful cartoons), Forbes, and Kiplingers. Did not even look through any of them to see what I wanted - they just went directly to the library.
4. Read, trash, file 1 1/2 - 2 inches of file folders and unfiled papers nearly every day.
5. Created new file folders for "to be decided information".
6. Got rid of a bunch of old clothes, shoes and accessories and gave them to Good Will.
7. Have a list of "to do projects" and have scheduled some time most every day to do these things. (even 10 minutes helps)

So, thank you, Jeff Davidson, for your shipboard boost . . .

Sincerely,

*Sharon Swartzman*

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