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### Timely Humor

Is 99.9% good enough? Last year...

- A dozen newborns were given to the wrong parents
- 2 million documents were lost by the IRS
- 2. Million books were shipped with the wrong covers
- Several hundred entries in Webster's Dictionary were misspelled
- More than 100,000 pairs of shoes were shipped
- Almost 20,000 pieces of mail were mishandled every hour
- Each day, two planes experienced unsafe landings at Chicago's O'Hare airport
- 20,000 incorrect drug prescriptions were written
- Over 800,000 credit cards had incorrect information on their magnetic strips
- 100,000 income tax returns were processed incorrectly
- 5 million shipped cases of soft drinks were flat
- Nearly 300 pacemaker operations were performed incorrectly

### Tip of the Week: How to Handle Information Overload

An "information traffic jam" is snarling the Information Superhighway. So much information is available today that it's impossible to keep up or keep track. The consequences of our daily struggle to manage Information Overload can be mental and emotional distress, and even physical illness. We're constantly afraid that we will miss out on some vital piece of information, which may cause our work to suffer, or enable our competition to seize advantage.

As soon as we realize that we can regulate the flow of information we receive, we can begin to control its quantity and quality. The following guidelines will help you effectively manage information.

1. Focus only on the information you truly need. Separate the wheat from the chaff.
2. Avoid creating low-priority information piles to read later. If the info isn't urgent now, it's not likely to be essential later.

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3. Respond to your mail, email, vmail and faxes immediately—or immediately discard them.
4. Frequently cleanse and purge information.
5. Recognize information anxiety. You can't know everything you'd like to know, so you might as well relax.

## **HR/Rx for Independent Contractors: Proper Résumé Length**

By Staffing Specialist Zorha Evans

Q. How long should my résumé be?

A. Simply put, your résumé should be as long as it needs to be. A common misconception amongst job seekers is that a résumé should be limited to one page. In reality, you may need more than a single page to sufficiently elaborate your skills and qualifications. The rule of thumb is to use as much space as you need without being superfluous. Your résumé should be easy to read, so don't make the font too small. And shrinking down your résumé to fulfill the "one-page limit" can also make it more difficult to read. Use compelling verbs, adjectives and descriptors to describe your experience for the greatest impact.

## **Timeless Wisdom**

"Efficiency is doing better what is already being done." –Peter Drucker

## **TimeTracker Tip: Project Naming**

Q. I provide the same services to many different clients. Can I give all of my projects the same name in the TimeTracker app?

A. No. If you give all of your projects the same name, you will not be able to distinguish them during the Time and Expense Entry process. To distinguish your projects, we recommend that you assign client-specific names. For example, let's say that you have two clients—Top-Notch Technologies (TNT) and Impressive Systems, Inc. (ISI)—and you perform a project named "Programming" for each client. To differentiate the projects, name one "TNT Programming" and the other "ISI Programming." This will enable you to quickly locate specific projects in the Project Selection area.

## **Questions and Suggestions**

If you would like to submit a question to HR/Rx columnist Zorha Evans, or a Tip of the Week or TimeTracker Tip, please send your question or suggestion to [timesaver@etrack.com](mailto:timesaver@etrack.com). [Name of newsletter] is a complimentary service to TimeTracker app users and copywrite-free. You're welcome to forward it to friends and colleagues.