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Small Business Organizer

Sandra Graves

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Small Business Organizer

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Small Business Organizer Sandra Graves
Small Business Organizer is the ultimate time-management system. Record all your small business contact information, Web sites, blogs, social media sites, and details about your email accounts in your handy organizer. Start the twelve-month calendar on any month of the year, during any year that you choose. This makes it easy for you to add reminders for classes, workshops, conferences, meetings, and all other important events that you have scheduled. Get a monthly view of your to-do list, with a new list for each month of the year; there's more than enough space to tackle all your projects. Also included is a convenient place to jot down your shopping list; now you'll remember to buy more paperclips or that new office printer. No more losing those Web site passwords because you get plenty of room dedicated to your favorite Web sites (And if you prefer not to record each password, use the "notes" line instead next to each Web site to include a password hint.). During each month, you can also manage your income and expenses. Expand on your recordkeeping with the mileage and travel logs. And when you need to jot down a new address or phone number, just flip to your personal address book. Still need more room for all those notes you take throughout the day? Use note pages sprinkled throughout the organizer, as well as the note section in the back. Now you can toss away all those scraps of paper that you have scattered all over your desk with passwords, notes, etc. No more worrying about what will happen if your smart phone crashes because your life is on it. And the hassle of reregistering at sites where you forgot your username and/or password is in the past. Everything you need to keep track of your small business will be in your personal organizer. This book is large enough to store all your information, and small enough to slip into your laptop bag.

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