

# MTM Computer Tips

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## Spring Cleaning for your PC

Is your computer underperforming? Online activities such as downloading music, installing programs and accidentally opening strange e-mails can crimp the efficiency of even the fastest machines. Here are five steps for keeping your Windows clear



### Clean and disinfect:

Spyware—programs that covertly send information about your web activities to third parties—is often a big reason a computer is acting sluggish. Fix it with software like ad-Aware SE Personal Edition or Spy Sweeper3.5. To avoid future digital insurgencies, set your Web browser to block pop-up ads. The Firefox browser (mozilla.com) makes that easy and has shown to have fewer security vulnerabilities than Internet Explorer. Make sure your antivirus program is up-to-date.

### Minimize Clutter:

Move digital photos and audio and video files to an external hard drive like the Omega. Or burn them on CDs or DVDs.

Under your browser's Options menu, limit space for temporary files. That cache saves pages you have viewed for quicker access later; 50MB is plenty.

### Maximize Space:

Defragmenting your hard drive is like refolding sweaters to fit more on the shelf, only instead of woolens, it involves data. In the Windows Start menu, go to Programs, Accessories, then System Tools and select Defragment. Do that once or twice a month. Then run Disk Cleanup. Also located under System Tools.

### Economize:

Check which icons appear in the systems tray, located in the lower right-hand corner of your screen. Those are some of the programs that launch automatically

every time you boot up. Too much running at once drags everything down, so disable what you don't need by right clicking and resetting the preferences.

### Gut and Rebuild:

When all else fails, you could reformat your hard drive and start afresh. Beware: that is not for the faint of heart and could take several hours. You have to back up everything first, and then reinstall it all, including your operating system. **Before you take that leap, consult your computer specialist—MTM Computer Consulting**

## Outlook Tips



### Mail tips

#### Set a reminder to reply to a message:

Right-click the message you want to set the reminder for, point to **Follow Up**, and then click **Add Reminder**. In the **Due By** list, click the date when you have to complete the reply. In the second list, click a time. In the **Flag color** list, click the flag color you want, and then click **OK**.

#### Add your own words to a follow-up flag for a new message:

Click the **Message Flag** button and then type the text you want in the **Flag to box**.

#### Send a message to multiple people without revealing other recipients' identities:

To send a message to someone without other recipients of the message knowing, use the **Bcc** line in the message. Bcc stands for blind carbon copy. If you add someone's name to the **Bcc** line, a copy of the message is sent to that person, but his or her name is not visible to other recipients.



### Calendar tips

#### Automatically add holidays to your Calendar:

On the **Tools** menu, click **Options**, click **Calendar Options**, and then click **Add Holidays**.

#### Quickly display several days side by side in Calendar:

In the date picker, drag over the dates that you want to view.

#### Contact meeting attendees with a reminder or other message :

Open the original meeting request, click the **Actions** menu, and then click **New Message to Attendees**.

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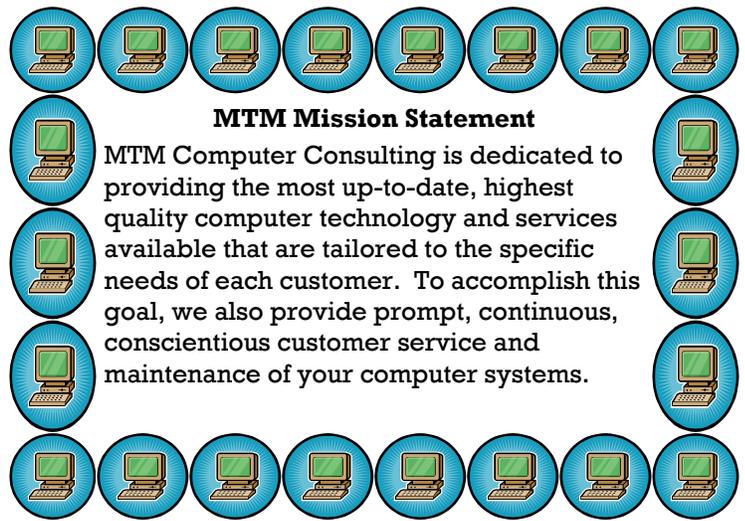
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### MTM Mission Statement

MTM Computer Consulting is dedicated to providing the most up-to-date, highest quality computer technology and services available that are tailored to the specific needs of each customer. To accomplish this goal, we also provide prompt, continuous, conscientious customer service and maintenance of your computer systems.

## Have You Heard...

- Eighty-five percent of our learning is derived from listening
- Listeners are distracted, forgetful and preoccupied 75% of the time
- Most listeners only recall 50% of what they've heard immediately after hearing someone say it.
- People spend 45% of their waking time listening
- Most people remember only about 20% of what they hear over time
- People listen at about 125 to 250 words per minute, but think at about 1,000 to 3,000 words per minute
- There have been at least 35 business studies indicating listening as a top skill needed for success.

Adapted from The International Listening Association website



## Be More Successful At Work

There's no magic pill that allows you to be successful at work, but workplace gurus point to three practices that may help you handle assignments and deal with customers.

**Measure yourself:** Everyone gets evaluated, but are you measuring your own performance? Documenting your progress makes you feel like you're in charge of your own destiny. Like losing weight, it takes conviction from you alone to succeed. And the results will spur you on to great performance.

**Get Organized:** Project-management software will help you lay out your assignments, make a realistic plan, execute it and evaluate the results. It may take some time to master the intricacies of this tool, but that in itself pushes you to follow a logical and clean work plan.

**Improve your contracting skills:** Make sure your customer knows what you do and what expertise you bring to the assignment. Then find out what they want, and ask good questions to help them refine their needs

and consider all the options. Be clear about what kind of information you need from them and then reach an agreement that is satisfactory to all.

**If you are serious about your goals, drop the conditions. Go directly to your goal. Be your goal! Conditions often disguise strategies for escaping accountability. Why not just take charge and create the experience you are looking for?**

Eric Allenbaugh