

## Baha Habashy

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**From:** Eastwood, Margie (DH/MS) [Margie.Eastwood@gnb.ca]

**Sent:** August-07-09 8:01 AM

**To:** Baha Habashy

**Subject:** RE: Comment Request

**From:** Eastwood, Margie (DH/MS) [mailto:Margie.Eastwood@gnb.ca]

**Sent:** August-05-09 8:19 AM

**To:** Baha Habashy

**Subject:** RE: Comment Request

Good morning Baha

Hope all is well with you and that you are enjoying your summer. I just got back from vacation. It is the first time in over 30 years that I have taken an extended vacation (5 weeks) and I highly recommend it. Even the rainy weather did not get me down – it gave me chance to catch up on other things I wanted to do.

I received your voice message and I would be happy to participate in your next release. I have followed your recommendations for the past 5-6 years and I am pleased to say that I continue to be very well organized and for the most part know how each day is going to proceed. I have been at my current job for just over 5 years and it is still the best decision I could have made.

My desktop is bare even at the end of the day. I never leave it with anything on it. Every piece of paper has a place even if it is the recycle bin.  
My emails are organized.

The only thing different that I did with my email setup from what I learned was to create 3 other folders to drag and drop the items from my inbox (**scheduled** for the items booked on my calendar; **unscheduled** for the items that I have not pulled onto my calendar because I am undecided as to when I want to do them and then last is a folder called **waiting for response** for the items that I can't do until someone else follows through with their part). The interesting thing about the waiting for response folder is that the items can become very old and I can eventually delete them because obviously it was not that important if the other person did not do their part.

I often get comments from others as to how I stay so organized and how I keep my office so neat. One day I came to work and as a joke, my boss 'trashed' my office. He filled it with boxes, scraps of paper and books and any junk he and others could find laying around. I should have taken a picture, it was hilarious.

Because of your help I am able to still maintain my sanity in this fast paced, busy environment. I am forever grateful.

Thanks

Margie