

buy a fax machine. Choosing one is straightforward based on features versus cost. Even the cheapest generally work just fine. Or, if you want maximum reliability in receiving faxes and also the ability to send pages you don't have in your computer, buy both a fax machine and a fax board.

Call the AABP bulletin board and browse a bit. Download at least two files: EMAILADD and COMMTIPS. The first will be a list of e-mail addresses of interest to bovine practitioners, and the second will have any updates I may make to this paper.

Open an account with either CompuServe (get CompuServe Information Manager) or MCI Mail (get Express) and subscribe to Dairy-L and/or Beef-L. CompuServe will be more expensive if you receive much Internet mail. I find CompuServe Information Manager slightly easier to use and less powerful than Express.

### Details

AABP BBS: 612-624-5364 or 612-625-7791 (voice) if you need help. Use 8 data bits, no parity, 1 stop bit.

MCI Mail: 800-444-6245

CompuServe: 800-849-8199

Beef-L - to subscribe send an e-mail message to ListServ@WSUVM.CSC.WSU.EDU with the phrase "SUBSCRIBE BEEF-L" followed by your name in the text (not subject) of the message.

Dairy-L - to subscribe send an e-mail message to ListServ@UMDD.UMD.EDU with the phrase "SUBSCRIBE DAIRY-L" followed by your name in the text (not subject) of the message.

For MCI Mail the entire message for me to subscribe to Dairy-L looks like this:

To: ListServ  
EMS: Internet  
MBX: ListServ@UMDD.UMD.EDU

SUBSCRIBE Dairy-L Jim Ehrlich

When the subscription request is received by the List Server it will automatically send you a message outlining basic procedures, and how to un-subscribe if you should want to.

## Big Mac Attack for Information Management

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Driving to client's farms takes a considerable amount of my time. Many of my clients are 100-500 miles from my office. I try to make the best possible use of this time by thinking about opportunities and problems in my practice and listening to tapes.

Time management consultants encourage us to plan our day--either before retiring at night or early in the morning. I am an early riser so I try to spend 15-20 minutes early each morning planning my day--listing, prioritizing, and visualizing the day ahead. This technique has been very successful for me. I know many others in the organization that do the same.

For the past two years, I have been planning and visualizing individual farm visits--complete with written agendas. These agendas are developed immediately after the completion of a farm visit. At the same time

that I write my summary of the farm visit, I write an agenda for next months visit.

I list the areas that I want to address, any areas the producer has expressed concern or interest in, any areas that need follow up next month and routine items such as gratitude and collecting my fee.

Many of these agendas and summaries are written over a cup of coffee at a McDonalds or convenience store.

By spending five to fifteen minutes immediately following a farm visit, you can greatly increase your efficiency and effectiveness on a farm. Once the summary of this month's farm visit and the agenda for next month's farm visit are made, one can purge their mind of this client's problems to prepare for your next client. Completeness builds energy and enthusiasm.