

OFFICE RULES

-  it buzzes, ignore it;
-  it rings, put it on hold;
-  it's stuck, call the repairman;
-  it's a friend, go to lunch;
-  it's a boss, act busy;
-  it speaks, take notes;
-  it's handwritten, type it;
-  it's typed, copy it;
-  it's copy, file it;
-  it's Friday, save it for Monday!