

# Meaghan Likes Raw convo

Tue, 9/7 3:29PM • 37:08

## SUMMARY KEYWORDS

paperless, digitize, meghan, people, business, paper, mail, firebox, bookkeeping, folder, scan, likes, listening, jeff, documents, called, paperwork, accounting, system, filing

## SPEAKERS

Shawn Hill

00:00

Hi, I'm Megan likes. And I'm so excited to be here today to share with you my five file folder system to finally get rid of all the paper in your office. And when I say all I mean, we're going to show you all the steps to get rid of all of it.

**Shawn Hill** 00:14

It's another episode of The Nice Job Podcast. Thank you so much for joining us here making yourself a better person and making yourself better business owner. And as I always say, if you're listening for the very first time, good news, you're in the right spot. This episode in particular, I always am excited for every single episode is what makes doing this podcast, so much fun. But this guests in particular, I always have fun talking to and I feel like no matter what the topic is, this guest is going to come in trying to learn more about it, trying to almost become an expert in it and then trying to bring as many people in that collective knowledge as possible. So giving her this platform is kind of kind of honestly a little bit an honor, because anytime we get the message that she's speaking out to the public, I know it's going to benefit the public at large. It is Megan likes founder of bookkeeping Academy online. Megan, thank you so much for joining us officially here on the nice shot podcast.

01:04

Thanks, Shawn. We have been following and listening and it's so fun to be here.

**Shawn Hill** 01:10

And I say officially because we had you on early stages pandemic part of it, some live streams are during our Facebook group talk a lot about the current loans are available, it's almost funny to go back to that episode, just watch the landscape has changed. Financially worldwide, it can almost every instance it sees weird little time capsules, month over month. As we come you can't really say on the outside of the you know, the pandemic because there's still you know, a lot going on. But as we kind of settled into this evolutions, the way I kind of phrase it, how much do you think you've kind of changed as an owner throughout it all?

01:45

Well, that's a great question. And it's sometimes hard to answer because I own several businesses. So my capacity in each business has kind of changed a little bit. And for likes accounting company, I have changed completely. I was a big office with like a conference room, everybody had private offices, we had 11 staff members, we were like, you know, we had a coffee pot, you know, we had all these like people I wear shoes, like it was a very different time back then. And that that is no longer my team is now spread all over the US. And we meet weekly on zoom for about 30 minutes. And so leading and inspiring and managing has really evolved for me as a CPA, and also like CPA, I still do taxes, I know boring, but you know how I interact with my clients and getting information from them and asking 80 year olds to bring you know, 100 pages of tax documents in the US have not been able to trust the mail very much. It's not been super reliable for the pandemic. So that has all changed quite a bit. bookkeeping Academy has really ramped up. My team has grown to a team of four now. And it is just interesting the number of students that are coming through the program every other month. And then kind of the broader audience how we've really broken into other industries that are still in home service. But outside of just window cleaning, which was my my home industry, that was the industry I knew the best. And then Jeff likes clean windows and gutters has also completely evolved in our management style has evolved. My husband and I have been away from ceflix criminals for six weeks now, as of the time of this recording, which is was like a dream. You know, a year and a half ago, that was the dream was three weeks, I wanted him away for three weeks. That was the goal. And then due to some interesting circumstances, we hit four weeks, and we hit five weeks, and now we're at six weeks, and he will go back, I will go back but we have learned how to lead and manage that very like brick and mortar business that might relate to your listeners from afar, which is freakin awesome. So I guess I'm no complaints that that is my very long winded answer.

**Shawn Hill** 03:57

It's good. A lot of things that you touched on are things we're going to explore a little bit more in depth within this topic. But But to say and kind of another thing that you said is one thing that I've kind of noticed is there was still very much when it came to entrepreneurs and business owners, you know, take it into your own hands a do it yourself, like sort of attitude and there was a shift, I'm gonna I'm gonna just say 10 years, I was like a kind of a blank number of, hey, you're gonna start, you know, maybe some software's or something like a little bit sort of a shift towards the technical round. But there's still a lot of industries and still a lot of entrepreneurs that kind of resisted it or kind of like towed into the water instead of kind of diving in. And it's interesting that over the past two years, the mentality hasn't changed, but just having the free time for lack of better word, or having these instances, we've seen people break down the tech barriers and they've held them back and we've seen them kind of, you know, embrace a little bit more of an innovative sort of mindset and you as a business owner, but then you know from the accounting side of the bookkeeping side that had to be almost a little bit of a breath of fresh air. I'd say because I know there's some that might say like, are we gonna be replaced, but it now has allowed for a more like community and a more of a connective society, that people can take things in their own hands, but still be collaborative with other resources. Do you find that you're seeing more of that when people come to you to either ask for advice or ask for you know, systems, or

they're listening to your podcasts that have just had that re energized spirit of like, yeah, you know what, I'm ready for the next step. I'm ready for the new era of being a business owner.

05:27

Yeah, it's interesting. So likes accounting was founded four years ago. So relatively new to being self employed personally. And in that business, I've been a CPA. Better bad math, like eight, nine years, I've been an accountant to small business owners for like 16 years. So not new to that industry, but new to my business, right. And when I started my business, the goal was the very goal was within the first six months, I wanted to work from Europe for a summer. And I did it and I built an entire firm around that goal. And I built an entire system around that that goal. And everybody thought it was crazy. I was actually spotlighted by Intuit. This is not a commercial for into it. But I'm a fan of Intuit and about late Intuit because they called me a disruptor in the accounting industry, because I took something that was very paper oriented, and I built it to be virtual so that I could very selfishly and self serving Lee do my job from France for a summer because I wanted to and why not? And I did. And my clients were very resistant, they did not love it, they did not like zoom, what is this zoom thing, I don't like it, I want to see you in person, I want to like shake your hand to remember those days, guys, when we shook hands and zoom was like a new word. And now it's fantastic. Because I have my 80 year old clients, I had a meeting today. And the guy's like, Oh, yeah, I know how to share screen and he clicks the green button, and we do the thing. And so I feel like I've been I don't mean this to like, make myself sound smarter or better. But I felt like I was a bit of a trendsetter. And it was a hard trend to set in terms of wanting to embrace technology for meetings so that I could do it from anywhere. And for getting my documents from my clients. And now everybody's like, this is fantastic. I barely missed a beat. So it's made my life easier actually, and job easier.

**Shawn Hill** 07:15

And it's you know, you're talking about a kind of from from your side of it. But I love that you talked about you know that at all clients. And that is there's a benefit on both sides relationship, right, so allows you to kind of be more efficient, more effective, you know, give a better service to them, and allows them to have a little bit less of a headache. And one thing in particular you're touching on and to kind of for those that may not have clued in or you skip through the title you want our loyal listeners as downloads and hits play. We're talking about kind of going paperless and a little bit about why you should in your business and immediate almost more so of how you can do it. Because the one thing and I don't want almost cart before the horse and if I am Feel free to be like we'll get there in a moment. But the one thing when it comes to digitizing versus paper for me in particular, and I just went through this, as regular listeners know, I emigrated from from the US to Canada. And the amount of paperwork and stuff I needed for immigration, you know, required old school paperwork. It kind of reinvigorated that thing of like, how long do I need this? Or when do I need it? Or I send it to this person or I filed that year? Like, how long is it needed? I was trying to dig through old pesos and stuff like that. And I feel like digitizing sometimes the biggest hang up from people going with that is you know, the old school mentality of like, Alright, well like what if I need the paper copy? Or what kind of happened? So starting with that is kind of like the linchpin of maybe the first myth or the first sort of anxiety really want to break down of the Okay, if I'm going paperless. If I'm getting rid of my stack of papers in my filing cabinets in my desk, am I actually going to have everything I need? Or am I taking a risk by doing that?

08:49

Oh my gosh, it's such a good question. And I have like a couple of props in front of me and I missing a key one. So I like still hear

**Shawn Hill** 08:59

the audio is Megan's kind of run off screen to go

09:03

off screen. But it was super close, because I'm in my home office. And I'm gonna I'm gonna describe everything I have. But I first am going to prove to the people who are actually watching that I have file cabinets that are completely empty. This one I'm full disclosure has one folder in it, but I have two file cabinets next to me that are completely empty. So if you were sitting there saying that's no way possible, I run five businesses from a home office and I have file cabinets that are completely empty. Now I you know, I like full transparency. And I just got really excited. So sorry if I'm talking too fast, but I love this topic because I was that person, my husband and I used to fight over who would have to do the filing. And we do not fight we have not to brag but we have a pretty awesome marriage. We don't fight very often but we hated doing the filing that was like the biggest chore and we would totally do the whole nose goes thing and we didn't want to do the filing. And we would like it would stack up and I'm sure if you were listening to this You can relate to this, if you have a paper full office, it would stack up the filing and it would then it would start like leaning and tilting and tilt. And then it would fall and then you know all hell broke loose because, you know, it's, it's out of order now what are we going to do? And we hated putting in the paper files. Now, to add insult to injury, I am a hoarder. And I mean that in like the most loving sense, but I do not like letting go of anything. Because what if you need it? Like what if I can pull up an at&t receipt from 11 years ago, like that? I am that girl. Like I love receipts. I'm a bookkeeper, I am a CPA, I am terrified. I'm not terrified anymore. But I'm terrified of getting audited and not pulling up every receipt for every transaction that I claimed on that tax return. That's how I live my life. And that's what my husband's dealing with. So, for me to make this paperless shift was I was you It was so hard and scary. But I will tell you that in front of me, I have a firebox because I live in California. And this used to be a joke, but now like, everything's burning down, and you know, we're married. But in my firebox, it's not even full if you can't see the video recording, but it has all the important stuff in my life that I cannot scan, or get rid of. In one tiny box, if you're looking, I'm going to describe it as terrible measurements, but maybe four inches thick and maybe 11 inches wide. It's small, it's like the size of a notebook. And you can get your life down to that you can totally do it and you cannot shred you cannot get rid of like your house documents, you cannot get rid of the titles for your car, you should not get rid of your birth certificate, or your Social Security cards, or your passports or your vaccination records like these are things that we would like to have in hardcopy, your marriage certificate, your parents death certificates, your your divorce decree like there are some things that are notarized. That's my rule of thumb, if they're notarized, that we want to hold on to in paper form. And then because I own five businesses, there's a lot of corporate documents that would not fit in the class that I was showing the people who can see the recording. But that's what attorneys are for. They keep the corporate binders. And then I keep the top drives in the firebox of my corporate documents, and then your wills and trust. You can't really get rid of your wills and trusts are super important. But that's what my attorneys for she

has a copy at her office, I keep the jump drive in my firebox. So there's this like peace of mind now because I genuinely live in California, and we're genuinely getting chased away by wildfires, it seems like every year now it's just kind of like a thing fire season. And you know, where you're gonna go, you're gonna go run and grab this box. And that's it. And if you can't get to it, we have a copy of everything. A copy would suffice. So that that is my answer to the people who feel like they can't get rid of all this stuff is you can get rid of all this stuff.

**Shawn Hill** 12:45

And I would imagine that by starting that, that process and finding out what's going into your your firebox and you know, almost knowing that there's limited space there, you said even as a, you know, a self described reporter on that census, you start to kind of realized that, okay, if I only had space for one this over this, like, you might have space for two, but you can maybe start paring it down. And so you might start to find what are the easiest documents to turn into just digital documents and things like that? When I say that senses, is there one in particular that comes to mind of You know what, this is something that people keep paper copies of, or they're so intent on keeping it, but actually, you can digitize it easily. And once you do it, you'll never understand why you kept it in paper form. Is there something like that, that comes to mind?

13:31

bank statements? Okay, like, hold on to their bank statements, I don't get it. Like, it's probably the easiest thing to digitize. I don't an investment statements along those lines. Like if you were still getting monthly or quarterly statements delivered to your house. The other thing my husband I fight about is the mail. We freakin hate mail because we run five businesses. So the mail is usually bad news. And it's exhausting. There's so much of it. So if you're still getting bank statements mailed to your house, like stop that you there are better systems out there. And I want to be very clear that I'm still a hoarder of information. I still have, you know, all of that data, it's just digitized. And it was really hard to digitize it all at once. So like if you're sitting there like, Well, that sounds nice. But how would I start? You start today, like just start now and move forward. And then seven years from now, you can shred all the paper, you don't even have to go back and scan it. That's what we did in my husband. We have one banker's box per year. And after we got seven years out, we have no more banker's boxes and it's brilliant. Like, that's it. I should add the disclaimer because I'm a CPA in California. I'm not your CPA, and tax returns have to be kept forever. So please do not shred an eight year old tax return. Please keep a copy of that in the US forever. And the copy could be digital. It doesn't have to be paper.

**Shawn Hill** 14:53

Yeah, and perhaps you're gonna start figuring out how to digitize you know, you mentioned like scanning or some other things. I don't know. There's you apps or software's are things you'd recommend, or if you have a set process with that, but I think almost starting with your basic, you know, maybe things within your business, you can start digitizing, you know, invoices, purchase orders and stuff of that nature, stuff, you can kind of start there. And then maybe you work it all the way through as a process and you get into, like your personal life a bit more.

15:22

telling you, as a business owner, the thing that was hardest after we digitized and we have now done, I can see the boxes empty was our employee records. So we felt like that was still pretty paper heavy process. We live in state of California. And if you've ever heard me talk before, you know that I'm constantly getting sued by previous employees who think that we are terrible employers, which we are not we really pride ourselves on not being but that employee don't like I liked the wet signature, and I had a hard time. And you know, we we have them sign a lot of stuff. So when they're on boarded, you know, there's all the normal payroll paperwork, and then there's the HR paperwork, and then there's all the safety meeting paperwork, and then there's all the, you know, employee handbook paperwork, and then there's every reminder paperwork, and then every warning paperwork, like, you get the point, if you own a business in California, you understand, like, the files are thick. And it feels weird to not have the paper copy of that. But we have learned some really cool tools from a friend of ours called Michelle Meyers with pink colors, she is like a systems ninja. And she helped us automate a lot of that, through bamboo HR is what we use now. So

**Shawn Hill 16:34**

yeah, and he talked a little while back about the the male right and not liking the male. And I always find it funny. Cuz I share that sort of same sentiment. And I always think about us being the pandemic, everything like that is there's a lot of things that, you know, we were kind of asked to do as a society and things like that. And some were, you know, taken and accepted, and others, you know, some factions have fought back or this level of law, I don't remember anyone complaining in the very early days, they were like, maybe let the male sit for a day or two and its own quarantine for getting it, no one ever seemed in a rush to actually kind of get their mail. And so being able to streamline that if you're getting less letters, or having less of that, I think is a huge source of advantage.

17:18

I will say with the exception of the CPAs. Like, as a CPA, I am a person who stalks the mail around tax time and deadline time. And I would really like the IRS to take one of my courses around processing mail. But that is like a totally independent discussion that we don't have to get into today, I will tell you that this is the system we came up with, I am going to show the people watching and I will describe it to the people listening. But I have a tiny, adorable little thing called mail. And that's it. And we have a rule in our house, it will be world war three, if the rule gets broken for both of us, no matter how busy you are, if you were the one that walked up to the mailbox, and you picked up the mail and has to go in this thing, and and you know, everything, everything stops if it doesn't make it in here. And then we can open that at our leisure. Like you said it can probably wait a day or two. We have a very good sense now like that these things what can wait, what can't wait. But we have a place in our house, we have a place at my physical office where the mail lives, and that is its job. And then there's a whole system that trickles down from that. But it's funny like having a place for a thing. This feels very Marie Kondo, but that it helps having a place for the thing really helped with our frustrations over the mail.

**Shawn Hill 18:33**

So you go back you have you showed earlier when your promises the folders that were you know, generally empty and things like that. So um, you know, those folders for one business, what was his across?

18:46

I know those are new for two. So bookkeeping Academy has been digital forever. And the likes accounting was basically brought home. So one side is for likes accounting. And then Jeff likes clean windows. This is technically don't tell the IRS This is technically Jeff likes come in his office, which is not currently being used regularly and exclusively. Dang it. I said that on there. That's okay. But the other side is for Jeff likes clean windows and gutters. So there is one file in there and it has something that was probably in the firebox, but it came from likes accounting company, so it has one folder in there. Yeah. And then I guess it's now a good time to show you where all the other paper lives are telling you. Well,

**Shawn Hill** 19:26

yeah, yeah. That's what I'm talking down to is like there's nothing in there. So there's still some reason.

19:32

So I showed the viewers is really cute mailbox. It's like maybe six inches by two inches. It's very small. All size envelopes seem to fit in there, even the big ones you can fold and so it fits in there. And then I have an file over organizer and in the file organizer. There are three file folders. And this is my very efficient filing system that I go with in my paperless office system and this runs everything all things person Small legs accounting, Jeff likes windows, bookkeeping, everything related. So the names the files are to do. So basically the theory is when you're processing your mail, and you have to do something like maybe it's you got a baby shower invitation to order a present, or maybe it's that you have a worker's comp audit, and you'd have to fill out your payroll stuff, or maybe it's your ballot and you got to do the voting, or maybe it's your car registration, like, inevitably, there will still be things that you get in the mail that we actually have to take care of, and probably not going to take care of it The minute you open it. So I have a tickler file for it, it's called my to do folder. So anything I need to do goes in the to do folder. When I'm done doing it. Either I can shred it, because it was an invitation that I don't need, or I need to keep a record of it. Because I'm a hoarder of information. I'm a tax accountant, I want to keep a record of it. So if I need to keep a record of it, it gets moved to a folder called to scan. And I'm not the type person that wants to scan everyday, there are people in the world like that, and you are my hero, I would love to hire you. I do not like scanning, it is not it's just like filing it is not fun for me. So we kind of build up the to scan folder. Now, in this cool accordion file, you will notice that there is a very finite amount of space in the to scan folder is brink, like it's very tight, I can barely put anything else in it, it's time to do some scanning. But I like that because this is like Parkinson's Law, you know, we fill to the space provided. So my to scan folder fills for the space provided. And eventually I sit down and I scan over things. And the third file is my to shred file. And same thing, I'm probably not going to sit down and shred an entire folder with this stuff, the day that I scan it, because let's be honest, I'm sick of it, I'm done, I don't want to do it. And also there are small children that will do that for pennies per page. So I recruit my niece, she does the shredding at the office and at the house, I trust her that she's not going to steal social security numbers. And so that those are the folders and I usually but I just finished my tax returns last week. And there's usually a fourth folder. And that's a tax file. Because I still kind of like keeping all my paper tax things throughout the year. Like if you go to Goodwill or sbca or somewhere and they give you a little ticket or you get a donation receipt, I like to keep those in a tax

folder throughout the year so that it's nice and easy when it comes tax time. So that is my super simple system.

### **Shawn Hill 22:20**

And so I love that because especially when you when you held it up and for those listening to audio only, you know, it's kind of like a it's a wire almost folder holder, it's maybe three inches if that, you know, between the sort of things and you had the one folder in there that was kind of full to the brim. So at some point, if you're trying to push more in, it's not going to happen. And that's just impetus to like, you know what, let's go ahead and let's take care of it. So it's not something I like this about it, it's not something that you have to think that, okay, now instead of getting something in the mail, or getting a letter or document that you have to deal with, it's four steps in one day. But now there's a natural progression from you getting it, you acting on it, you you know, making sure that you have it for for later reference, and then getting rid of it and not just keeping an arbitrarily and not even having to always constantly overdo your organization system. You know, like, Oh, this filing cabinets full. Now we get a new filing cabinet, what do you want to change? You want to like that, that that's the nightmare for me in general. And I think that that also, once you realize that stuff has a path, perhaps talking specifically to the business owner about using more paperless techniques, because the one thing I will say about the paperless thing that doesn't appeal to me and it will appeal to a lot of the audience. wish it would but not won't is kind of sustainability aspects right of unnecessary paper, unnecessary printing, unnecessary wasting of resources. But even if you don't buy into that part of it, I feel like it's coming from the reputation marketing side, that it's so much easier as a customer if you're not giving me a ton of things because I get caught in that same loop now like, do I need the invoice he sent me like, do I need this? Like if I have a dispute later? Where's the records? And it sounds like if you took the system from the customer standpoint, takes gamble a lot. It's great. But even better be just to have already pre digitized and I think that's kind of an advantage that business owners could have or perhaps some of their competitors that are giving people old school carbon copies of things is that like resonate with you of just if you can start getting people's revolution, you're actually can implement it as a great strategy within your business.

### **24:20**

Absolutely. And I feel like you don't have to overcomplicate it like it doesn't have to be messy. It doesn't have to be hard. You don't have to invest in big systems. You know, trust me, we tried that like fancy scanner that the neat desk or you know, back in the day we tried that. But for Jeff's business for Jeff likes clean windows. He was paperless from day one. And I remember the time when like occasionally a little lady would be like I want a paper invoice and we'd be like we considered buying like a thermal printer to keep in the truck because Jeff Jeff bought his first computer in 2021 of his entire life. He had never owned a computer or used a computer ever he ran his entire company from his iPhone. And it works like thank God for iPhones, right? It works. And so for us like, the technology can be simple and our customers like, we just never offered him a paper invoice option. And the little ladies, Jeff would like come to my office and print it out, and he would mail it in the mail. And that happened, like twice a year. And now it literally never happens. And nobody questions you. Because you as the owner, you need to set up systems that serve you as the owner. And I will tell you, Jeff, as an owner, spending an entire day filing documents and paper files does not serve Him that makes him very grumpy. And for me, as

an owner, I travelled 20 weeks a year, and it makes me really happy that I can still, you know, get what I need to from a click of a button from anywhere in the world. And that's, that's pretty awesome. That's pretty awesome.

### **Shawn Hill 25:50**

So it's, it's so convenient. I think on both sides, I'm always shocked when when I see just some unnecessary sort of paper process start to begin, and you touched on is a lot of customers, they're taking your word of what's necessary. And so if you say, Hey, we can you know, give you this digitally, or we've sent you a copy of the email or that if you tell them that they're wanting to kind of trust you as being the expert in your field next year industry, but if they have some sort of reservation about it, and they bring that up or like then you can do that. And quite honestly, that's not you going the extra effort, right? Like so every time it's like, Hey, I don't provide a paper invoice. But Jeff went home and printed it and gave it to them. You know, they that resonates in their mind of Hey, you know, I asked something they don't normally do. And it's a little above and beyond, which is simple. It's as simple above and beyond, right, just print something and someone absolutely possibly demands it. And then I'm sure at the end of the year, you know, you're talking about taxes, accounting, things like that. There's probably so much easier automation, when it comes to filing numbers and fax and things like that, to give you kind of these totals to make sure that your books are kind of aligned to be start digitizing things.

### **26:58**

Yeah, I mean, so two years ago, we made the giant leap, which is not this. So what we just described was like basic beginner, you could listen to this podcast right now. And you could implement this today. And you could start running a paperless office tomorrow, I truly believe that it does not require fancy technology, you could do this. And just to plug an app because Sean mentioned, you know, if you don't have a scanner, if your hurdle is you don't have a scanner, there's a free app called scannable. You can, you can scan things by taking pictures on your phone. So there's no technological hurdles or obstacles to this for you. But for us like it was it was two years ago when I told Jeff, so I don't want to be afraid of an audit anymore. And I'm a CPA like I our books are to a higher standard than you probably the average listener out there. But I feel strongly that like we are conservative and and we are not aggressive. And more importantly, I love to do for my clients. So I do bookkeeping for other people. And my clients, I like to do what's called audit proof books. And the idea is, every transaction that is recorded in a bookkeeping system has a receipt attached to it. And two years ago, we achieve this with Jeff likes clean windows. And Holy cow. It was amazing. And Jeff does it all himself. So he takes pictures of receipts as he gets them. In his email, we're setting up rules and he forwards invoices that have come through his email to QuickBooks Online, they get attached directly to the transactions as they're going through the register. And now we have a digital record of all invoices and all receipts that came in digitally, and we didn't scan them, we didn't have to spend any extra effort. They just aren't attached to our accounting records. And for me the peace of mind, I'm like, bring it you want to audit me I would love to give you all my stuff because we went through a lot of work and it'd be cool if somebody like checked it off and gave me I'm a millennial I love like the Pat's on the back, like, give me some good feedback, because I'm proud of that. And likes accounting. We were able to start it that way, bookkeeping Academy level started that way. So it's a really freeing feeling. Because I know so many business owners fear the IRS, they fear audits, and to have a system set up where I'm like, we've got it

all documented, like it's, it's all there, it's good to go. Now, I really hope I don't get an IRS audit after this podcast because I feel like there's like a bug or algorithm where said the IRS too many times in the past 20 minutes.

**Shawn Hill 29:24**

Now, that will still be annoying, but I'm not gonna be fearful, right like that. Like, that's one thing I love when we when we break down sort of those self limiting, you know, mindsets, and they end up being self limiting behaviors, like, hey, like, be confident in your system, know that it's working. And yet if the worst happens, we end up in an audit situation or something like that, like you actually are ready to go and you didn't pack on unnecessary stress first. And that's what I love about everything that you kind of described today and kind of how you laid it out as well. I feel like we gave several different reasons why going paperless is going to help you be more efficient. It's going to bog down and really help streamline A lot of other things within, you know, your business processes. But then also it shouldn't be something that you're fearful. And it really shouldn't be something that you think you can almost wait to kind of do, I think now's the time, especially, you know, the technology advances, other things, now's the time to really make sure you're doing this. And if you're at the end of your business, right, if you're looking to start to test may sell your business or something like that, I can guarantee you, it's gonna be a lot easier to get your business sold, if you're ever present things clear concisely, and not when someone's trying to figure out what type of value your business has, if you're pointing to a filing cabinet that's bursting at the seams.

**30:35**

Good bookkeeping, in general write good records in general. And then there's also this emotional like, I think I, you know, from California, so I'm a little hippie woowoo. But we you know, we talk about like the the stress that kind of goes away when you're in a clean space. So right now my desk looks a little bit crowded, because I've got a male thing on my desk, I got a firebox on my desk, I've got a Yeti microphone on my desk, and I've got a file system that don't usually live on my desk. But otherwise, I have a flower and a calculator. And that's it. Oh, and I have my full focus planner, you know, this is instead of post it notes, I keep my notes in a in a book. But it's nice to know that like, I'm not working in a cluttered space. And I don't have a lot of mental clutter worrying about where's that thing, when somebody asked me for it, the world doesn't stop, I just do a search in my Google Drive. Right? So it's nice to have that mental space knowing I have control over this, the thing that was really messy like because remember the leaning tower of paper that I was describing earlier, like you had no idea what was in there, and you had no idea where it was in there. And there was no way you could access that without it being a two hour disaster, right. So now it's just really nice to know that that's not the case.

**Shawn Hill 31:46**

scenarios, you start looking through the pile and you find things that should have been done or should have been to do and so unfortunately, it's like a minefield to find the thing you're looking for. So forever, you know, the speed process, obviously, that's super helpful, but you start avoiding minefield, you know, the landscape of your business, you know, the landscape of your documents and things like that. Once you make that shift, Megan, there's, I know we can even go deeper than this. I know there's so many other things I could throw out your way and you would drop some some real gems. But I always you

know want to make these episodes a good digestible length and things like that. So if you've listened to this episode, and you want Megan to come back, leave a comment leave a southern send us a message, you know, podcast, a nice job calm, let us know we want to talk to her next, I would also recommend Fight Club for business their podcasts while Megan is on it. Because they do this every week. It's it's something great coming from for different, great angles as well. But before that you go Megan before, you know, give me the opportunity to let people know where they can find more of you and things like that. I want to ask you the question. We've been asking all of our guests here in season three, you're willing to take it in a personal route, you're really taking in a professional route, we want to open up and see what Megan likes has to offer. So the question here for season three is, what do you embrace more challenges or opportunities? As a trick question,

33:05

I feel like every challenge is an opportunity. So I'm going to say opportunities like I every challenge to me is an opportunity. I probably learned more from challenges than I do victories. So I don't know how to answer that.

**Shawn Hill** 33:18

No, that's that's programs, we've had someone have kind of said something similar, but no reason. reason I like this is usually a little bit of a pause. But it's just one of those things that you know, there's so many people are gonna come to solutions for different perspectives. And there's so many people that you can get something from, you know, they might not think like you or come from the kind of same background or anything like that. But ultimately that sort of question like, what do you embrace more? No matter what the answer it is, you tend to kind of get a little bit of an insight to whatever the next challenge is, or the next opportunity is kind of how you approach it. I think for you, it's his eye, a little projection here. It's like that is I think you always take an analytical approach, you kind of always look, you try to figure out kind of what it is. But you come at it with such a passion and energy, that it's you never bog yourself down. And you're never afraid to kind of take chances things like that. That's what I took for that answer. You listening out there, you might take something completely different. But that's what I wanted to do kind of a question for all of our guests in season three, just something to kind of have each guests build this complete picture of what it's like to kind of make yourself a better person.

34:20

Can I throw in a book recommendation with that something that really helped me with that mindset? So mindset by Carol Dweck. And she talks all about the difference between a fixed mindset and a growth mindset. And I really feel like the fixed mindset is a challenge is a hurdle, right? And the growth mindset is a challenge is an opportunity. And so really having this framework when I find myself like digging my heels in the mud, like this is hard. I'm stuck. And I'm like, oh, growth mindset opportunity. How do we get unstuck? So if you find yourself getting stuck in the mud checkout mindset by Carol Dweck, absolute game changing book.

**Shawn Hill** 34:55

It's fantastic. I appreciate that. I always love when people give recommendations of some sort to help people grow Their knowledge base. Megan, if someone's listening to this podcast and like I have to

know more, I have listened to more. I've already said Fight Club for business. When you're done subscribing and listening this episode, go over there, subscribe to them and listen to all their episodes as well. I'm more than happy. Not even just a sharing audience, but even people headed that way is such a good podcast. I'm a big fan of it. And they're a big supporter of ours. And we are absolutely a big supporter of theirs as well. Beyond that, if someone wants to get in touch with you learn more about being paperless. or learn more about kind of what you're doing out there. Where to redirect them towards.

35:28

Yeah, great question. I'm actually I have a workshop like it's going evergreen, and it's a it's a pretty intensive workshop where I will help you take your office paperless. Like it's cool, and it's not starting the business. This is going to be like a subsidiary of bookkeeping Academy online, but it's called the paperless office. So that's where I would go find more information. You can find it in my bookkeeping Academy online courses portfolio, and I'll be sure Shawn has the link for you. This is a workshop where we're gonna help you get unstuck in the mud with the paper. And yeah, I it's, it's something that I've gotten really passionate about, especially through COVID. And so I'm excited about and then to connect with me personally, Facebook's probably the best way Megan likes is filming him kind of funny. meaa GTN last name likes and very likeable. That's probably the easiest way to get a hold of me.

**Shawn Hill 36:19**

Awesome. We will have all those links down in the description. So if you're watching on YouTube, you can see there below if you're listening the audio only to check the show notes or description. And again, find Megan likes on Facebook shall be all set there and ready to go. Megan, thank you so much. I truly mean this. It's always a pleasure to talk to you. And I know I always take something down on my notepad that comes a bit later. So you kind of make me almost seem smarter, because I'm able just to kind of repeat exactly what you're saying there. So Megan, thank you so much for the podcast.

36:48

Thank you so much. And we are huge Nice job fans. We use it with our window cleaning business, we use it with our accounting company. I mean I would do anything for Nice job because you brought us so much money and such better reputation. So thanks for making us look good. I am happy to join you anytime.

**Shawn Hill 37:04**

Thank you so much. I appreciate it. Have a great day.