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## DID YOU KNOW?

- A paperless work – and lifestyle can allow you greater mobility and a lesser need to travel.
- Today's technology can simulate most paper-based practices electronically, making them more effective and efficient.
- You can enjoy great cost savings both professionally and in private life with Paperless Joy.

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# Paperless Joy

PAPERLESS FREEDOM

UNLIMITED FLEXIBILITY

## Paperless Business and Lifestyle Design

In the last 75 years, dramatic leaps in technology have altered the ways we gather information, what we do with it and how we communicate. These advances have happened so quickly, in fact, that they have outpaced our ability to adapt to—and benefit from—their potential to improve our work and personal lives. But if we could somehow “catch up,” and take full advantage of these groundbreaking technologies and concepts, we could transform our business practices and our lives. These advances promise to make our lives more natural, more environmentally responsible and more productive.

The impact of paperless information and communication technology (ICT) is profound—technological advances have the power to transform

our personal lives, to change business and organizational operations, and to improve the global economy.

The rapid dissemination

of ICT is revolutionizing economic and social development worldwide, especially in the developing world, where ICT has so much to contribute toward education, governance, public health, business, and decreasing the gap between the poor and rich.

But more importantly, everyone can benefit from paperless ICT. When liberated from the tangible constraints of the traditional office, most of us can use paperless ICT to transform a 9-to-5 work- and lifestyle into something more flexible, and most of us can do so while remaining just as, or more, productive. Better yet, with the proper use of ICT, we can work while “stationed” at our favorite locations, perhaps with family and friends, without the need to commute.



## Location and Time Flexibility

Most of us have become conditioned and accustomed to performing work tasks from a specific location—the office—and at certain times during the day, and this habit can be deeply rooted. But paperless practices will enable workers to free themselves from these constraints and become more flexible in their work

schedules, and to perform tasks from locations and at times outside of the norm. The key is to adapt your work schedule and location to your innate biological rhythm and environment that suits you better, rather than adapting your rhythm to a work schedule and perform work from a non-productive space. In this

way we can perform tasks at the times and at location when and where we are most productive and get things done faster and better, freeing up valuable time for the activities we enjoy most. Adaptation is an essential ingredient for competitiveness, and paperlessness facilitates adaptive capabilities.

# Global Paperless Trends



Take your office to your most productive favorite spot.

Read about George Dimopoulos' paperless experiences in the blog "Paperless Joy" on:  
<http://enjoypaperless.blogspot.com/>  
 &  
<http://paperlessjoy.wordpress.com/>

Use paperless work practices to benefit from a better and more stimulating environment.



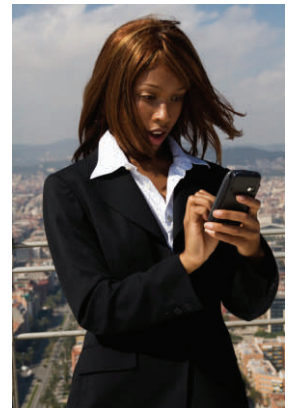
PAPERLESS JOY

Several global trends drive us towards paperless work styles and lifestyles. Some of the major trends are:

1. The ready availability of electronic information and communication technologies (ICT), such as computers and Internet and telecommunication devices.
2. A gradual shift towards a knowledge-based economy centered around the generation, trade, and exchange of knowledge and information services and products.
3. The ever-growing urban centers, congested highways, and increasing housing and office space costs.
4. Long and lengthy commutes, and increasing energy and fuel prices.
5. The negative environmental impact of commuting via automobile and maintaining office facilities.
6. According to IDC, 75 percent of the U.S. workforce will be mobile by 2012, and in Japan it will exceed 80 percent. The worldwide number of mobile workers is predicted to reach one billion by 2011.
7. A need to improve the quality of life for millions of people worldwide.

## Paperless Benefits

- Become space and time independent.
- Use otherwise wasted time to get work done, and to make valuable time available for your favorite activities.
- Transform monotonous and boring work tasks to moments of fun and pleasure.
- Live where you want and in accordance with your innate biological clock.
- Open the doors to better career opportunities.
- Get things done faster, better and with a greater joy.
- Connect and interact with the whole world from anywhere, and enjoy being a global paperless citizen.
- Hire and retain the best talents in your business.
- Cut out the clutter from your life.
- Protect our environment with paperless practices.
- Gain greater control of your professional and private life.



## Four Keys to Freedom

There are four integral elements of paperless joy, and they are interconnected and interdependent, and need to be applied in combination with each other for reaching the most joyful paperless ex-

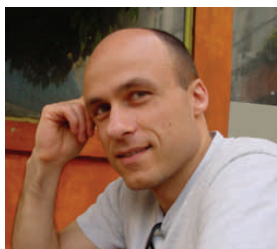
perience. Use information and communication technology to:

1. **Go paperless.**
2. **Be connected.**
3. **Be location and time flexible.**
4. **Multitask.**

Paperless Joy will show you how to use these four keys to

enable a new way of living that is more compatible to our own nature and provides a greater freedom in professional and private life while at the same time becoming more effective and gaining a greater control of professional activities.

## About the Author



George Dimopoulos is an Associate Professor at Johns Hopkins University with a PhD in Biology and an MBA in management. He has become known in the academic community as the Paperless Professor. Dr. Dimopoulos uses ICT to

perform all traditional paper-based work practices electronically, and can therefore work well from any location and at any time. He shares over ten years of experience with how to transition to, and use paperless practices to become more productive and flexible in both professional and personal activities. "My work involves intense reading and writing tasks and also frequently takes me away on trips far from my office. This workstyle posed particular challenges regarding how to stay up to date with my readings, writings and communications with students, researchers

and colleagues. My profession also involves gathering and processing a great deal of information, which came to me mostly in a written, paper-based format. The paper piles would become stressful and distracting reminders of all pending tasks, and more than once I ended up trashing things that I later regretted having thrown away. At some point, I decided to start my transition into paperless practices. Incrementally I would get better and better at it, to the point that I now find it easier and more natural to read from a screen than from paper."

**"It is not necessary to change. Survival is not mandatory."**

**W. Edwards Deming**

## How to Become Paperless

The process of becoming paperless, as with every change process, starts in the mind. Once we accept something as necessary and know that it will benefit us, then the time is right to initiate the change process. The first and most fundamental step toward effective adoption of paperlessness or digitized practices is therefore to become motivated, enthusiastic and positively inclined toward these. Then follows a systematic implementation of the new

practice or behavior, which involves various conditioning techniques to acquire the new skills and make them permanent. A key attribute of this conditioning is the gradual and incremental adoption of paperless practices. It is very unlikely that anyone who has been using paper-based practices throughout his/her life would manage to switch over to a paperless workstyle overnight. At different stages during the transition to-

wards a paperless workstyle, there will be many changes in the way we do our work, and adequate time is needed to adapt to, perfect and efficiently adopt a paperless practice. A realization of the benefits of a paperless workstyle and its overall positive impact on our lives will reinforce the change process and justify the effort. *Paperless Joy* will guide you through the process to become paperless and enjoy the associated benefits.

## The Organizational and Corporate Advantage

Paperlessness can provide profound advantages to organizations and businesses, mainly due to the following interlocking trends that are changing the rules of business and global competitiveness:

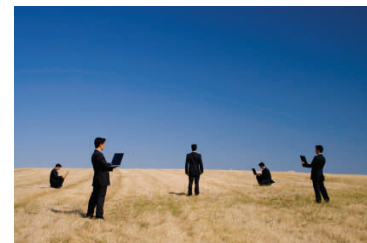
- Globalization, which will render markets and products global and create a greater need for mobility.
- The domination of information and knowledge-based production

which involves research and the generation and dissemination of documents rather than tangible products.

- The development and availability of affordable ICT and computer networking and connectivity.
- The increased cost of fuel and commercial and private real estate in urban centers.
- Government regulations relating to employment of persons with

disabilities and environmentally responsible practices.

*Paperless Joy* provides an integrated assessment of paperless advantages from an individual and corporate angle.



**Paperless practices provide unprecedented opportunities in the business field.**



[www.digitallifeartist.com](http://www.digitallifeartist.com)

E-mail: [info@digitallifeartist.com](mailto:info@digitallifeartist.com)

**"Learning and innovation go hand in hand. The arrogance of success is to think that what you did yesterday will be sufficient tomorrow."**

**William Pollard**

In the fast-approaching future, citizens will, through ICT -based paperless practices, have greater freedom in choosing where to live and when to work; many of them will simply no longer be forced to adapt their lifestyles to work locations and schedules. We believe in this more natural, more humane and more efficient and productive working style and lifestyle, one made possible by paperless practices through the use of ICT devices and systems.

Digital Life Artist Inc guides individuals and organizations through the change process on the road to ICT integration, and ultimately to paperless work and lifestyles. Digital Life Artist Inc continuously screens the technological and economic frontiers, updating its knowledge base in accordance with the latest trends and developments. We use this information to develop intelligent ICT-based work/life solutions and designs. Digital Life Artist Inc prepares individuals and organizations for a future in which paperless work practices are essential ingredients in the quest to compete, survive and enjoy life more.



## Become a Digital Life Artist

The use of paperless practices to achieve a location and time flexible work - and lifestyle is not a method or procedure, but a way of life. A digital life artist is someone who has made his/her living an art, through seamless integration and use of information and communication technology (ICT) enabled paperless practices that allow him/her to live and earn a living in a more natural and location and time flexible manner. A digital life artist uses ICT to become more productive without working more, but spending less time on work-related activities. A digital life artist understands the impor-

tance and influence of his/her environment on performance and well-being and therefore chooses his/her living and working environment according to his/her likings and not because of proximity to the



**Experience Paperless Joy.**  
**George Dimopoulos with a library of 48 eBooks at the top of Victoria Falls, Zambia.**

office. A digital life artist adapts his/her work schedule to his/her biological rhythm and life, and not vice versa. A digital life artist is environmentally responsible and heeds the call to conserve natural resources. A digital life artist sees the entire planet as his/her neighborhood and operates in a world without borders. A digital life artist calibrates his/her use of ICT to necessity and uses ICT to serve her/him, and not vice versa. A digital life artist is aware of etiquette when using ICT and does not let it impair relationships with other people.