

Computer Op Orders

10 Rules for Effective System Operations

**I. Be Relaxed, Uncluttered,
Focused, and Flowing (RUFF)**

II. Keep a Computer Notebook (KCN)

III. Read The Manual (RTM)

IV. Follow Instructions (FI)

**V. Start In the Right Place &
Proceed in the Right Order (SIRP-PRO)**

Acronyms: RUFF KCN RTM FI SIRP-PRO
Acrostic: Ruff can read them fine syrup pro!

VI. Expect Problems (EP)

VII. Do *not* Blame Your Computer (*n* BYC)

VIII. Do *not* Panic At Mistakes (*n* PAM)

IX. Change One Setting At A Time (COSAAT)

X. Save Often & Back Up Daily (SO-BUD)

Acronyms: EP nBYC nPAM COSAAT SO-BUD
Acrostic: EP onBike enPam co-sat so Bud (could too).

