



"Impressions of Spring"

Spring 2007

www.mybeechworthsecretary.com.au

Hi Everyone,

Spring time has snuck up on me after what seems to have been a short and fairly mild winter.. We've been enjoying lovely days and chilly nights over the last few weeks and praying for that much needed rain.

Fiona Larkins is back this edition, with Part 2 in her series on websites and some great tips and advice.

Have you had a look at our website yet? Make it your homepage and use it as a quick step to find many other websites through the 'links' page. I'll be adding more regularly and have a few ideas for other interesting areas on the site, so visit often.

It's time for spring cleaning - home, business, garden and yourself! Take a look at Kathryn's article on clearing clutter, sure to give you a few hints and motivation to get started.

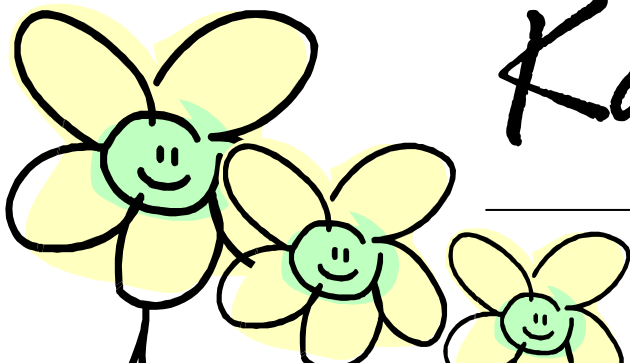
My Beechworth Secretary celebrated our third birthday recently. Its been a fantastic 3 years, full of great projects, wonderful clients and huge growth. Thanks for all your support and we look forward to many more years.

Spring News:

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We can throw stones,
complain about them,
stumble over them,
climb over them, or
build with them.

William Arthur Ward



Karen

If you do not wish to receive future copies of this newsletter, please let us know by phoning, faxing or emailing. If you know of anyone who would like to receive this newsletter, please ask them to contact us or visit our website.

Karen
Nankervis



Michelle
Taylor



'My Beechworth Secretary' Team



NEED A WEBSITE, WHERE TO BEGIN!

Fiona Larkings

PART 2

Use an email address that means business

Re-enforce your domain name in your email address

It sounds obvious but many businesses still use web-based or ISP email addresses like johnsmith@hotmail.com or johnsmith@optusmail.com for their business.

Using an email address that corresponds to your business name can add credibility and professionalism.

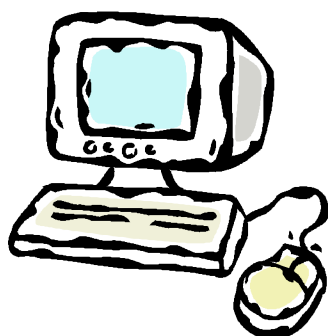
Once you have a domain name secured and active, the next step is to use it for your business email. Ensure all of your communications – letterhead, brochure, business cards and so on – contain your business email address.

It is important to take time and consider what extension you would like at the front of your email address for example:

contact@beechworthplumbing.com.au
info@beechworthplumbing.com.au
admin@beechworthplumbing.com.au

Fiona Larkings is the sole proprietor of WWW.ART Design Services offering a comprehensive service for domain name registration, hosting and the design and installation of websites.

www.wwwart.com.au
Tel 0357283389
contact@wwwart.com.au



Thanks for your Feedback....

Hi Karen

just a note to thank you for your efforts in helping us with our Tshirts, it is good to know we can hand all our ideas across to you and it is done promptly and efficiently and with no problems at all

Thanks again.
Cheryl Bartold

*Secretary
Beechworth Football Netball Club*

DO YOU KNOW??

What do you call a young...



Beast of prey...	Cat....
Eel...	Hawk...
Rat...	Partridge...

What do you call a group of...

Bears...	Badgers...
Crocodiles....	Crows....
Elks...	Mules..



Which celebrities were know as this, before they were famous?

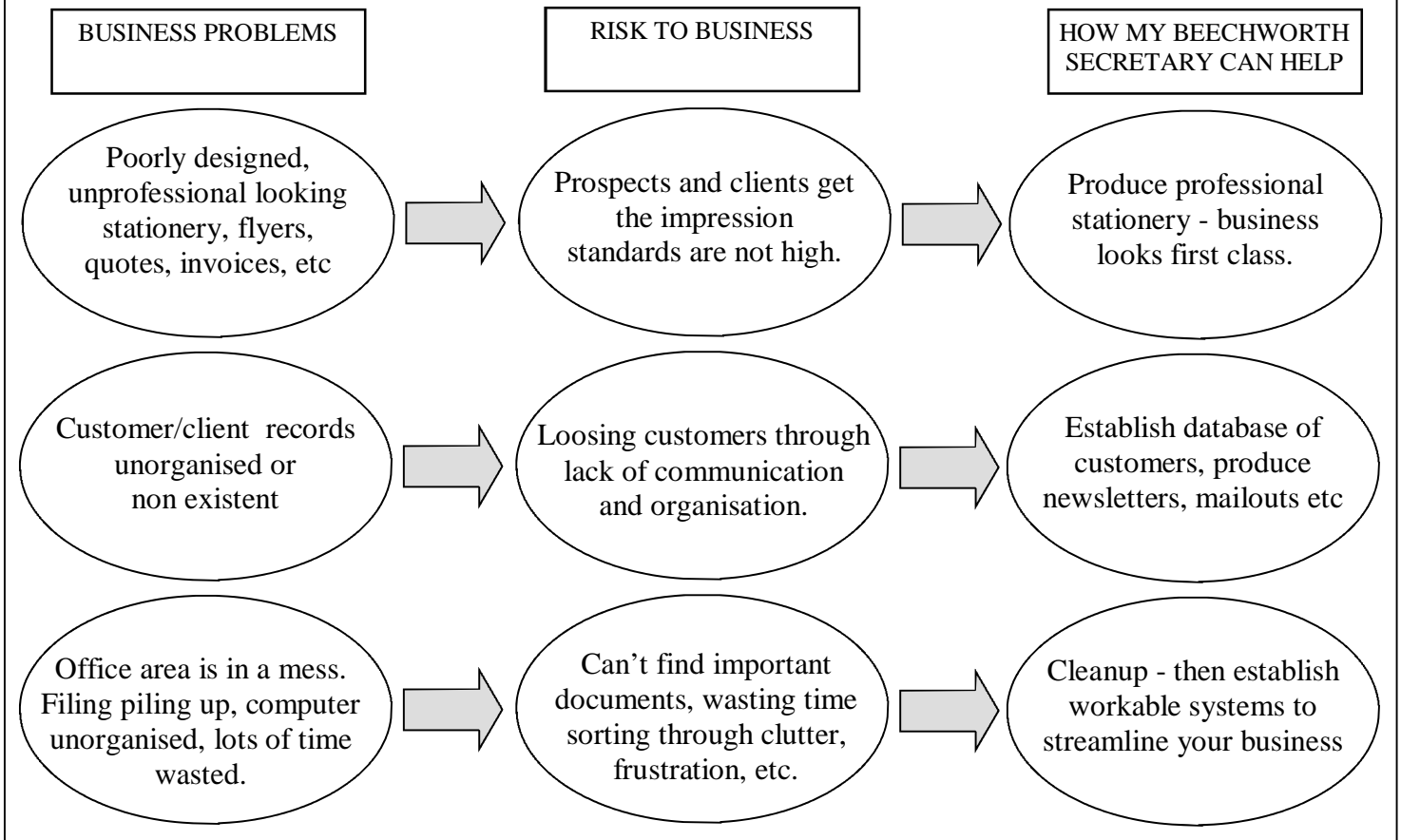
Allen Konigsberg...
Betty Joan Perske....
Nathan Birnbaum...
Ernest Evans...
Lucille Le Sueur



Email, fax or post your answers to us by
Wed 31st October 2007.

First correct entry drawn will receive a prize.

Every business faces challenges - and its nearly impossible to be an expert in all areas of business. Michael Gerber's 'E-Myth' describes it as '*the fatal assumption that an individual who understands the technical work of a business can successfully run a business that does that technical work.*' Below we have identified some of the risks that businesses regularly have to cope with and how we can help fill some of the gaps faced in business.



Some great ways to enhance your self esteem:

- ★ Take full responsibility for your life. Don't be a martyr.
- ★ Stop blaming others. Don't see yourself as a victim.
- ★ Consciously generate positive thoughts and feelings.
- ★ Associate with others who make you feel good about yourself
- ★ Do as many as you can of the activities you love.
- ★ Treat yourself as you would treat a special friend.
- ★ Live in the present, don't waste time regretting the past.
- ★ Schedule time for yourself
- ★ Always have something to look forward to.
- ★ Express your feelings, respect the feelings of others.
- ★ Be willing to laugh at yourself, at life and with others. Laughter is still the best medicine.
- ★ Live with a sense of integrity. Be true to yourself
- ★ Live everyday fully as if it were your last.

Excerpts from 'The Beauty of Business' by Cyndi Kaplan

Brain Challenge!!

		1	7		6			
2						8		
7	4			2	8			
			4	8	9			7
	9	4				3	5	
8			5	6	3			
			3	1			2	9
		3						1
			8		7	5		

From www.sudokuoftheday.com

Prosperity

福 FENG 祿 SHUI

Kathryn Osmond

Spring Cleaning and Clutter

Clutter is a symbol of being held back and unable to let go (*feeling guilty*). Well now is the time to clear the air by encouraging a better flow of energy into our life, this will also help to improve our luck and prosperity.

The idea is to clear the accumulated clutter of the past to obtain a better perspective and balance in life. But before we can do this we must be clear about what we want in life.

The Clutter check list

- Check the following areas for clutter.
- Are there any poison arrows (*remember this can be anything sharp or pointed*)
- Walk through the house and check the:
 - Entrance
 - Hall table
 - Bookcase
 - Kitchen - table, benches, drawers, cupboards
 - Bed room floor
 - Ironing board
 - Garage
 - Car
 - Filing cabinet
 - Desk
 - Work place
 - Friends house

Once you have gone through this we need to determine what clutter is. Set aside a temporary uncluttering area and have some bins or boxes for the different types or categories

- Keeping
- Unsure about
- Donating
- Recycling
- Throwing out

When you go back to the "unsure" pile you need to ask yourself :

- Am I going to use this item?
- What is it for?
- Is this a "want" or a "need"

If you hesitate / doubtful then bite the bullet & throw it away or give it to some one who will use it.

Cheers Kathryn



To find out more about Feng Shui, look out for Kathryn's articles in future newsletters, or contact her at the Beechworth Chinese Cultural Centre in Ford St, Beechworth 03-57282866,

email_beechworthchinese@bigpond.com

'My Beechworth Secretary'

Ready to Help

Here are a few things that we can do
Lots more - Just ASK!!

Word Processing

Letters, memos, manuscripts, assignments.

Mail merging of envelopes & labels

Transcribing of tapes

Our Specialty

Resumes and Job Applications

Basic Book keeping

Weekly, monthly, quarterly, yearly

Desktop Publishing

Business Stationary, brochures, newsletters, flyers.

Wordsmith

When you need the right words to get your message across in letters, websites etc - let us put your thoughts into words

Databases

Creation of databases and management for customer lists, stock, etc

PowerPoint Presentations

Effective visual presentations

Spreadsheets

Your Virtual Office

We can send and receive emails and faxes for you, collect and send your mail

Office organisation

Clutter elimination, filing systems, time management, software training

Business/Individual Coaching & Development

