

# My Beechworth Secretary

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## “Impressions of Spring”



**Happy Business  
Birthday to  
My  
Beechworth  
Secretary!!**

*The first day of spring also marks one year since I commenced my business. Its been a busy and rewarding year that I have thoroughly enjoyed. I have had the opportunity to work with some exceptional people and contribute to their business growth. I am very grateful to everyone who has supported me during this first year and look forward to many more years of strong business presence in the Beechworth district.*

*Spring and the warmer weather, leads us to think about spring cleaning our homes and our businesses.*

*I've been searching the web for 'organising ideas' and have included some in this newsletter to help you to clean out those cobwebs and get prepared for the busy Christmas period that is nearly here.*

### **RENOVATE YOUR BUSINESS**



Renovating is something we usually associate with the home front, not the business. Things like a new kitchen, rewiring, roofs and paint jobs. The renovation concept is also something that can be of great benefit in our businesses. When a business has been up and running

for a few years it could be time to inspect the foundations and make sure they are capable of carrying the business forward to the next level of innovation and profitability. Take a look at your business and see what needs renovating and what needs maintenance. Where do you need to be more accountable now? What needs renewing, repairing or updating now to avoid drama and losses in the future?

*Here are 10 questions to help you decide on the renovation program for your business.*

- Do those billing systems that grew haphazardly as the business grew need an overhaul to ensure better cash flow?
- Is the operating technology, the computers, faxes, and phones as efficient as they now could be?
- Is your team still the best glue to hold it all together, or do you need to review the effectiveness and relevance of your staff, alliances and suppliers?
- Is it time to review your branding, marketing and demographic?
- How long is it since you reviewed your business vision, mission & goals? Are they still current and relevant?

- Is it time to do some more outsourcing so you can concentrate on business growth? Things like bookkeeping, marketing, general admin, even sales.
- Do you have and use efficient back-up technology for your computers?
- Does the space and layout of your business premises need refreshing? A feng shui consultation and a coat of paint can do wonders to recreate an inspiring space. Maybe it's time to consider new premises.
- A successful renovation needs to be planned and prioritised carefully - something that is often hard to do on your own. Now could be the time to get some help from a business renovation tradesman - a business coach - to help you design your 'skills renovation' and keep you on track and accountable.
- And finally, before you get busy planning the renovation of your business, stop and congratulate yourself for all you have built and achieved so far.

*Special Thanks to Wendy Buckingham for this checklist.  
Wendy is a speaker, author, credentialed coach  
and professional interviewer.*

[www.wendybuchingham.com.au](http://www.wendybuchingham.com.au)



Here are some household organising tips for those that have a super busy lifestyle full of things that you enjoy and don't want to give up:

- Schedule in 30 minutes a day, first. Before scheduling anything into your calendar for the week, begin by filling in 30 minutes of organizing time each day. Then, schedule other appointments around that time, rather than trying to fit in organizing among all of your other plans.
- Give yourself just one organizing project and focus on it during that scheduled 30 minutes each day eg. on Monday you may use that time to write out your bills.
- Have a one-hour family organizing event each Saturday or Sunday. This event should include you, your spouse and any children over the age of 5. This will add up to 52 hours of family organizing time each year. Have a theme each weekend, like weeding out the kitchen cabinets.
- Get yourself a notebook. Write down all the organizing projects you'd like to get done and keep adding to the notebook so you won't forget about anything you want to do and you can choose one of these tasks to do each day. Do something fun for yourself every time you complete 5 tasks.
- Don't expect miracles. If you have a busy lifestyle, you're not willing to give up any of your activities and you can't hire someone to help, you can't expect your home to be perfectly organized all the time. However, you can complete projects if you commit to the '30 minutes each day' plan. Once you acknowledge this fact, you'll be able to progress and find happiness in everything you are able to accomplish, instead of fretting over everything that still needs to be done.

These tips from  
<http://www.getorganizednow.com>

## Thanks for your Feedback....

Dear Karen,  
I am writing to you, to thank you for your kind and brilliant service. Your prompt service and meeting the needs I required for all of my brochures, business cards and stationary are outstanding. They show to be effective in presentation at a cost effective price, great job. I have no hesitation in recommending your services to future potential clients. Keep up the good work.

Kind Regards

**Toni B. Atkins**  
**Reflexologist**

*Reflective Soles*  
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'My Beechworth Secretary' is able to assist with your training needs.

- ⇒ Individual and small group
- ⇒ Topics include computer applications, goal setting and time management.
- ⇒ Tailored to your business needs.

## FENG SHUI TO ENHANCE YOUR CAREER & BUSINESS SUCCESS

- Your desk and its accessories both influence how productively you work. A large desk helps you to feel dignified and powerful. It also conveys the impression that you have room to expand. A small cramped desk can make you feel constrained and that you have nowhere to go.
- A round or oval desk is usually preferred to a square or rectangular one. A wooden desk promotes a natural flow of chi energy, making you feel more at ease in your room.
- Career enhancement symbols include the Phoenix, crystals and a boat or sailing ship in your direction.

Special Thanks to Kathy Browning  
[www.FengShuiForAbundantLiving.com](http://www.FengShuiForAbundantLiving.com)

*I started 'My Beechworth Secretary' in September 2004. Working for many years in administrative roles, including Mayday Hills Hospital, Ford Motor Company, Dept of Meteorology, Uncle Bens and Broadmeadows Army Camp, I have gained extensive experience in the clerical and administration area. I have a very practical working knowledge of many computer applications and can tailor these to meet your needs. Add to that 10 successful years in the party plan industry leading a team of 100+ consultants, gives me a strong base to work with local small businesses and individuals.*

I look forward to being of assistance to you.

