



“Impressions of Spring”

2006

**HAPPY 2ND BIRTHDAY
TO
MY BEECHWORTH
SECRETARY!**

It's our 2nd birthday and I'd like to thank everyone who has supported me. Its been a time of huge growth and learning and I've enjoyed working with the many people and businesses who has chosen 'My Beechworth Secretary'.

Its also the beginning of Spring, and the perfect time to throw open the windows and throw out all the clutter and excess that you have been accumulating. There's a few hints and ideas here to help you along, and you'll enjoy the sense of achievement and energy that comes with a good cleanup!

PS I got so inspired writing this, I spent the morning cleaning, sorting and finishing off tasks. Office looks good, I feel great!

'My Beechworth Secretary' Team



Karen Nankervis



Michelle Taylor



Spring Cleaning

Take a look around your workspace, what do you see? If you are looking at shelves of utilised binders & books and organised folders & papers on your desk - congratulations!

If not.... Then today is the perfect day to make a start with your cleanup. Here are three things that I believe will take care of 80% of your cleanup:

1. Ring Binders - perfect for those piles of paper that you've sorted into one place but you are constantly flicking through to find the page you need. Put all the related items into one binder, use dividers if necessary and then get the binder up onto a shelf and off your desk. When you need info - its right on hand.
2. Manilla Folders - these are ideal for papers that you need to have on your desk. Put everything related into the one folder and label it. The stands that hold folders upright and tiered are perfect, keeps them handy and you are more likely to file things away immediately, rather than piling up.
3. Suspension Files - if you have a filing cabinet right next to your desk, use it for papers that you need to accumulate then deal with as a batch eg bills. Otherwise, if you have to walk to your filing cabinet, keep things there that you don't need often. Its too easy to start an 'I'll put that away in a minute' pile on your desk when filing is on the other side of the room.

And let me sneak in a 4th hint - use your recycling bin as you sort!



Spring Clean your computer

We worry when clearing files off the computer that we will delete something that we may need in the future. If you have space on your computer, create an 'archives' folder (or copy onto a CD) , store everything that you don't currently need, then in 12 months time, delete!

Once you have cleared out old files, make sure that what is left is organised into folders where you can find things easily, and continue to save new files in the appropriate folder.

8 Simple Rules for Keeping Clutter at Bay



Keeping clutter at bay can be very simple if you follow these 8 simple rules on a daily basis:

1) Put it in its proper place. The last thing you need is tons of stray, homeless items strewn about. When you're done using something, don't put it temporarily on the table, the counter or another random surface. Put it back where it belongs---in its designated home. Don't have a designated home? Find an appropriate place and claim it as a home for this item.

2) Be sure it meets your 'OK to Buy' criteria. If you see something at the store that you're thinking of buying, don't buy it until you know:
a) where you're going to put it
b) if you really need it (go home first and think about it if you're not absolutely sure)

3) Keep things you love and/or use. If you have things that you never use and/or that you're not too fond of, don't take up precious space in your home with those possessions. Save your valuable space for those things that have lots of meaning and/or that serve an excellent purpose.

4) Ease your guilt. If you're keeping something you don't like and/or you don't use because you're feeling bad about getting rid of it, try to ease that guilt by giving away the item to someone you feel may really enjoy it and/or put it to good use. Another alternative is selling that item at your next rummage sale.

5) Get them on your side. No matter how much you want to get and stay organized, your family members may not share your vision. Entice them to join your crusade, by rewarding them for completion of tasks such as putting their

clothes in the hamper, emptying the dryer when the cycle has finished, and cleaning up their rooms at the end of each day. Perhaps they can build points or star stickers that can eventually be traded in for fun prizes like a movie outing, a picnic in the living room or a batch of their favorite cookies. Hey, everyone could use a little bit of motivation, right?

6) Use the rotation system. If you have lots of things you really love, but your problem is finding space to display everything, know that you don't have to display everything you have at once. Keep a Rotation Box or two in the closet. Display some things now, and store others in the boxes. When the season or the mood changes, rotate some items out of the box, and those currently on display back into the boxes. You'll be able to enjoy everything you have, without that cluttered feeling.

7) Ask for gifts that don't clutter. Drop hints whenever necessary to ensure you get gifts that don't add to your clutter. Some possibilities are a gift certificate for a manicure, movie tickets, homemade fudge, or piano lessons. Some families and friends even go so far as to hand each other wish lists so they only receive things they will use.

8) Be ruthless. A big part of getting and staying organized starts in your own mind. If you're only somewhat interested in being organized, chances are your home is only going to be somewhat organized. However, if you're absolutely adamant about following systems that will help you eliminate clutter, then clutter will never have a chance. It's up to you. you're in control

by Maria Gracia - Get Organized Now!

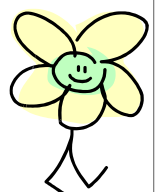
Want to get organized? Get your FREE Get Organized Now! Idea-Pak, filled with tips and ideas to help you organize your home, your office and your life, at the Get Organized Now! Web site

<http://www.getorganizednow.com>

Quotable Quotes

*Be who you are and say what you feel,
because those who mind don't
matter and those who matter don't
mind.*

Dr. Seuss.



THE YELLOW PAGES & US

A little tale that lots of people seem to relate to!!

At the end of last year I decided to advertise in the Yellow Pages. Their rep assured me that I would have the opportunity to proof my advert, but unfortunately when I received my very incorrect proofs, they were the final version and it was after the cut off date for changes. Here's what I got:

MY BEACHWORTH SECRETARY

*Blending Today's Innovations With
Old Fashioned Values And Service*

48 Wood St Beechworth
FAX

5728 1924
5728 1904

When I questioned how something that bad could get through, I was advised that I shouldn't worry, people who use the Yellow Pages wouldn't think that I was the secretary who couldn't spell, they would think it was the Sensis staff. Very reassuring! My dad couldn't resist and sent a copy of the advert into The Age with this result.

Oh, Kerry!

NOT only is Seven out-rating Channel **Eddie**, it is now out-earning as well, so perhaps it is time for owner **Kerry Stokes** to invest in a spell-checker. Here is part of the confidential form (below) you fill out when you sign up with his Seven Network. Can you read and "wright"? **Karen Nankervis** could have picked up that blue. She launched a secretarial business in Beechworth a few years back and has done so well she invested in a display ad in the 2006 Yellow Pages. Yes, that looks impressive: "BEACHWORTH SECRETARIAL". Now that's going to pull in the "wright" customers. "She did not have the opportunity to proofread it and they don't give a damn," says her father, **Don Hampshire**.

THE AGE - THURSDAY, MARCH 30, 2006
theage.com.au

Prosperity
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FENG SHUI TO ENHANCE YOUR BUSINESS SUCCESS

Chi is one of the principles of Feng Shui, a form of energy that flows among all things. You radiate your own chi, and it collects within you and your surrounding.

Clutter on your desktop, tables and cabinets inhibits the flow of chi. The practical aspect is that clutter is a series of postponed decisions. Each object or piece of paper calls out for attention. Clutter distracts you, and wears you down by its constant presence.



Sorting, filing and removing the clutter that distracts you and zaps your energy will allow positive chi, positive energy to flow around you bringing new opportunities to fill the space that you have created.

Its ok to be sceptical, but consider whether it makes sense to you, whether it seems likely to work, just try it - what have you got to lose?

'My Beechworth Secretary' can organise your office and computer to maximise your efficiency. We can free up the time you spend searching through papers and files for more productive and enjoyable things - like business development, customer follow up or ... golf!

'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.



"A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort."

Do you reach beyond to touch the sky,
or lag behind, afraid to try?
Do you reach beyond to learn anew,
or hesitate - the same old you?
Do you reach beyond to test your limit,
or do you tell yourself, I'm timid?
Do you reach beyond to lead the pack,
or do you waste time looking back?
Do you reach beyond and strive to find
better ways to stretch your mind?
Do you reach beyond to care and share
and help some others do and dare?
Do you reach beyond, expect the best,
or have you given up the quest?
Do you reach beyond and claim your space,
here and now, this time, this place?
Do you reach beyond and try to soar,
or, sadly, play it safe once more?
Suzy Sutton

Thanks for your Feedback....

"I am an Independent Consultant with Nutrimetics and have a large data base of consultants to communicate with. Thanks to Karen, who has created a wonderful informative newsletter to go out to my girls on a regular basis, we have injected new life into the group. Karen has incredible patience and excellent skills to know exactly what I need and where I should be going...she has a long challenging road ahead yet to get me organised, but she has confidence we will achieve our goals...she has taken a great workload off my shoulders in just a few months, I am looking forward to a long association with Karen in "Getting Organised"!!!"

Annette Flegeltaub,
Independent Consultant - Albury



Hourly Rate Rise

The rising cost of living has finally hit and we will be putting our hourly rate up to \$28.00 from 1st September 2006 for all new clients

Existing clients will continue at the current rate until 1st October 2006 in appreciation of their ongoing support to 'My Beechworth Secretary'

RESUMES AND JOB APPLICATIONS

In today's competitive job market, a well-written resume is one of the most important factors in getting your foot in the door and on your way to landing the perfect position.

Your resume needs to be concise.

Potential employers will not read through pages on every job you have every had. They are looking firstly to see that you have the qualifications they require then information on work consistency, willingness to train, and what skills, experience and personal attributes you will bring to the position.

At 'My Beechworth Secretary' we can put together your resume based on this proven formula and retain it on file for you to be easily updated when required. We can assist with letters of application, key selection criteria etc; put together in a professional format for potential employers.



As the school year begins to wind down for many of our students, we are pleased to offer Secondary School students a special Spring rate of \$22 per hour for resumes and job applications.

Contact us before 30th November 2006 and let us help you get your next position.