



## "Impressions of Summer"

Summer 2006/2007



Christmas is fast approaching & everyone seems to be rushing around preparing for the holidays and finishing off for the end of the year. Our close proximity to the fires has bought back lots of unpleasant memories and added stress to many local families.

I hope that by Christmas you will be enjoying the holiday season with family & friends and taking some 'me' time to recharge the batteries and get ready for 2007.

Our Christmas Wishes to you and your family with abundance and prosperity in all things in 2007.

### 'My Beechworth Secretary' Team



Karen Nankervis



Michelle Taylor



### OPEN FOR BUSINESS

We'll be available over New Year and right through January for all your secretarial & business requirements.



## Are you ready for the new year??

With the new year fast approaching, it's a great time to reflect on how 2006 has been:

- **What have you achieved?**
- **What have you learnt?**
- **What will you change in 2007?**
- **What will you continue?**

Have you been making the same old resolutions every year - is it time to take a look at what is holding you back from achieving them? Are you really serious about achieving these goals or are you just making them out of habit?

**Is it time to put them aside for some new more exciting goals that are relevant to you right now!**

### Remember:

It takes about 28 days for a new activity to become a habit and 6 months for it to become part of your life.



Prosperity

This edition we welcome  
Kathryn Osmond  
from the Beechworth  
Chinese Cultural Centre  
as a regular contributor.

## FENG SHUI

Feng Shui is the Ancient Chinese system of arranging our surroundings so that we can live in harmony with them. Feng Shui literally means wind and water (the flow of). The wind disperses the energy (Chi) and the water contains it. The purpose of Feng Shui is to enhance the energy (Chi) within ones life, and to ensure that all things are in harmony with their environment. For thousands of years Feng Shui has been used to create balance, improve well-being and promote prosperity, wealth, health ad relationships.

Everyone has a basic, instinctive understanding of Feng Shui. It is good or bad feeling you have when you enter a place. Most Feng Shui concepts are based on intuition and basic common sense.

Good Feng Shui is functional and aesthetically pleasing. If not, it becomes a negative energy known as Sha Chi. Bad Feng Shui causes unhappiness, accidents, illness and financial loss. It is important to realise that Feng Shui is not magic, and that sometimes the effects are subtle, not instantaneous. As you start to adopt the principles of Feng Shui you will begin to feel the difference to energy around you.

The secret is balance and knowing how to put it all together. Creating the correct Feng Shui balance, will improve your life; bring prosperity, health and good fortune.

### Ancient Chinese Coins

*Chinese coins symbolise prosperity.*

*Tie them together with red ribbon.*

- 3 coins: Placed in the Abundance corner of the main living room
- 6 coins: Hang behind the office chair to stop backstabbers or placed in important document file to assist in promotion or maintaining position.
- 8 coins: Placed inside the account book to generate more income and placed under the cash register to attract new business.

*To find out more about Feng Shui, look out for Kathryn's articles in future newsletters, or contact her at the Chinese Cultural Centre in Ford St, Beechworth 03-57282866, or email her at [beechworthchinese@bigpond.com](mailto:beechworthchinese@bigpond.com)*



## New Years Resolution Competition

*We've all heard the regular resolutions - exercising more, loosing weight, visiting the relatives, stopping smoking, etc etc*

**Now we want to you to tell us about your most unusual New Years Resolution.**

All the entries will be independently judged and the most unusual will receive

## 2 hours of

## My Beechworth Secretary' service FREE.

Tell us what your resolution was and how long did you last.

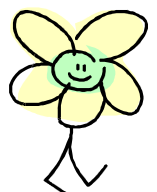
*(All names will be suppressed to protect the innocent!!)*

Write, Email or Fax your entry by  
**Friday 20th January.**

### Quotable Quotes

An old country doctor was celebrated for his wisdom. "Dr Sage," a young man asked, 'how did you get so wise?' 'Weren't hard,' said the doc, 'I've got good judgment. Now, good judgment comes from experience,' he continued. 'and experienced - well, that comes from having bad judgment'

*Anonymous.*



## What sort of first impression does your business make?

- Does your business card clearly show what you do and how you can be contacted?
- Is your stationary sharp and professional looking?
- Does it say, "hire me... I can get the job done?"
- Does it give your potential customers confidence in your ability?

### OR

- Is it sloppy, full of spelling mistakes, difficult to read, and hard to find the key information in?
- Does it make potential customers question whether they should be spending their money with you?

Regardless of how good you are at what you do and how dedicated you are to offering a reliable, professional service or product, your potential customers will generally make their decision to deal with you, based on their first impression of you and your business.

Many small business owners will spend hours trying to put together their business stationary and end up disappointed and frustrated.

Making a strong professional 'First Impression' does not have to cost a fortune. Its all about giving the things that you are not good at to someone who is, freeing up your time to get on with the things that you are good at.

At 'My Beechworth Secretary', we're not very good at high tech things and we're really hopeless at fixing cars or building houses, but .. we are very good at designing a fantastic 'First Impression' for your business at a cost effective price.

Over the last couple of years it has been a great pleasure for us to work with some new and existing businesses on their 'First Impression' and to see the growth and benefit that our contribution has made.



Take advantage of our new year makeover package and launch into 2007 with a 'First Impression' that says it all about your business!

## My Beechworth Secretary Small Business Makeover Package

Whether you are starting your own business or wanting to enhance the image of your existing business, our makeover package gives you a

### Professional 'First Impression'

Including:

- Business Card design
- Promotional flyer design
- Stationary design including Letterhead, Fax cover sheet and Envelopes
- Basic Marketing Guidance



# \$50.00

Special Offer available until 31st January 2007  
This offer is to assist small businesses and includes design using standard graphics, fonts etc. Any elaborate logos etc would be at additional cost.

Remember some of the other  
'My Beechworth Secretary'  
services  
available at very competitive prices

Printing of stationary, flyers etc.  
Full colour laminated business cards  
Magnets  
Database creation & management  
Newsletters  
Basic book keeping  
Office organisation  
Chaos elimination

## Who do you know ??

We offer a 5% discount voucher to use with your next invoice for each person/business you refer to us, who uses our services. Our clients come from all over Australia and New Zealand.

**Anywhere - Anytime!**

## How to keep your New Year's Resolutions...

Your Biological Prime Time.... What is the time of day when you find yourself hitting your stride? Consider those hours to be your biological prime time. Are you a *morning person*, a *night owl* or a *late afternoon whiz*? Knowing your personal prime time and planning to use that time of day to (if possible) pursue your priorities, can kick start you on your way to maintaining your resolutions.

Intelligent Neglect.... Out of habit, we often engage in trivial tasks that suck time out of our schedule. Is there anything on your *to do list* that can be handled by someone else such as a co-worker, or even your kids (wow, what a concept!). By eliminating these tasks, by giving stewardship of them to someone else (and accepting the results) you are free to concentrate on those tasks you alone can achieve.

Prioritise.... An Italian economist is credited with noting 80% of the reward comes from 20% of the effort. If you can identify and isolate the valuable 20% of your own efforts, you can prioritise and concentrate on those tasks providing the greatest reward. Use colour, numbers, letters - whatever makes the most sense within your personal style to prioritise items and denote deadlines.

*Author unknown*

## Beechworth Gold Easter Fun Run/Walk 2007

The Parents Network of the Beechworth Secondary College will be co-ordinating the Beechworth Gold Easter Fun Run/Walk 2007 on Saturday April 7<sup>th</sup> 2007. This event has previously hosted over 200 entrants of varying ages (and ability) from throughout Victoria and NSW. It is held in conjunction with the Beechworth Golden Horseshoe Festival.

The event will be promoted through the media in the local region and with running groups throughout Australia. Our sponsors will be display listed on the back of the entry form. We will also be giving each entrant a show bag which will include sponsors information, general health brochures

If you are able to assist us with cash sponsorship or spot prizes, please contact me. Your support will be greatly appreciated and will ensure that the efforts of our parents group raise substantial funds for our school and students.



## Thanks for your Feedback....

“Hallelujah for Karen and Michelle!

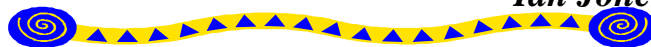
MY BEECHWORTH SECRETARY has rapidly become indispensable to my Beechworth life. You see, I am an eccentric author who still chooses to work on a 1944 Royal typewriter. The girls have...

- Deciphered my latest reworked and scribbled-over typescript manuscript and put it on a disc.
- They have taken the rather sloppy disc of an earlier book and brought it in line with the original edited manuscript, producing a thoroughly accurate and professional version ready for submission to a publisher.
- They dispatch and receive my occasional emails.
- They produce all my business snail mail, to the amazement of my correspondents who have long been used to my ratty-looking letters.

And all this is achieved promptly and accurately with a total lack of drama and a lot of good humour.

As I said, MY BEECHWORTH SECRETARY is indispensable . What more can I say? Except thanks!”

*Ian Jones*



“To dear Karen and Michelle,

I would like to say a huge thankyou for the fantastic newsletters. I love reading them and get so inspired to carry out tasks whether its in the home or office’

Thankyou!

Wishing you both a very merry Christmas and a wonderful new year, Kind Regards,”

*Lindy Smith-Allen*

Indigo Gourmet Gift Boxes  
indigogiftboxes@iprimus.com.au



“Dear Karen,

I would just like to thank you for the work you did in putting together my CV. The format that you gave me made it easy for me to put all of my experiences into an ordered and easily readable layout. I am really pleased with the finished product and think it will provide me with an excellent resource to gain employment.

I also appreciated the extra assistance you gave me to put together my first job application.”

*Rowan Mott.*

### Position Wanted

My 15 year old daughter, Caitlin, is available for part time work and baby sitting. She has a lovely personality and is reliable (ok I'm bias!). *Call her on 57281924.*