

**STOP PRESS 16/6/05**

Ask and you receive!!  
Winter weather has arrived with lots of rain and chilly days.

# My Beechworth Secretary

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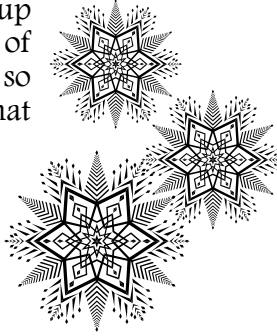
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## “Impressions of Winter”

I felt a bit of a fraud heading up this newsletter 'Impressions of Winter'. The weather has been so mild we could almost feel that we've missed winter and are enjoying spring. Even early in the morning when I go out for a walk, its been rare to see any frozen puddles. Hopefully we will see some of our famous crisp winter days soon and, of course, some more rain!



In this issue I look at 'email organisation', a challenge that has become obvious for a number of my clients over the past couple of months, as we have organised other areas of their business. Plus I look at the increasing problems facing community committees as their members become busier.

I hope you enjoy this newsletter and welcome your impressions and feedback.

### 10 Simple Daily Affirmations

EACH DAY . . .

1. Learn something new. Share it with someone else.
2. Do something nice for someone else.
3. Do something nice for yourself.
4. Think of at least one specific thing to be thankful for.
5. Do something to grow your business/advance your career.
6. Eat three healthy meals.
7. Do some form of exercise for at least 20 minutes.
8. Do something you enjoy.
9. Do a chore a day.
10. Make sure each of the above affirmations were met.

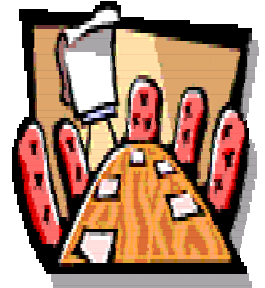
From : <http://www.getorganizednow.com/ecourse-affirm3.html>

### EXECUTIVES AND AGMs

For many community groups, June and July each year will mark their Annual General Meetings. I know from the community groups that I am part of, it will also be a time spent trying to fill various executive roles. As our lives get busier and busier this task becomes harder and harder.

'My Beechworth Secretary' is available to take on some of these roles as one-off assistance or on-going—typing, correspondence, flyers, database management, special projects, etc. Our reasonable hourly rate and expertise in these areas, mean your requirements are handled prompt and professionally at a very reasonable cost to your organisation.

Remember that 'My Beechworth Secretary' offers a 10% discount the first time you use our services and we have special on-going rates for not-for-profit community groups.



*My Beechworth Secretary*  
**NEW FAX NUMBER**  
03-57281904

**Do you have an email address?  
Did you receive this newsletter  
by post, pigeon or fax?**

If you answered "YES" and "YES" please email me at  
[mybeechworthsecretary@bigpond.com](mailto:mybeechworthsecretary@bigpond.com)

*My database is for my use only and information  
will not be distributed to others.*

**No Email address ~  
What about a fax number??**

*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.**



# SIMPLE EMAIL ORGANISATION

The internet and emails are a common part of many people's lives. We receive countless emails each week and often become overwhelmed with the volume and our inability to read and process them in a reasonable timeframe.

One way to overcome this is to set up folders in your inbox for the regular emails you receive. Folder names may include businesses you deal with, interest groups you are part of, school, sport, etc. As emails come in, move them into the relevant folder leaving only those in your Inbox that you need to handle immediately or can delete.

When you go into each folder, everything in that folder relates to the one topic or issue. You aren't searching through hundreds of emails to find another email relating to one you are reading, it will be right there.

NOTE : The secret to the success of this system is that you still must go through these folders regularly to ensure that you are handling anything that needs to be done.

## TAKE THE MBS Email TEST!

*Take a look at your Email Inbox....*

*Tick which points apply to you:*

- My inbox is perfectly organised and uncluttered, I am very happy.
- My inbox is somewhat organised, there is some email clutter but I'm happy with the way things are
- My inbox is fairly disorganised and messy. I waste time searching for things.
- My inbox is so disorganised I can't find anything and I have emails going back months
- I need some help and I'll be in touch
- HELP—ring me quick!
- I don't have an Inbox and would like to enter the MBS test.
- Other :

Return this section completed to

'My Beechworth Secretary' by

**Friday 22nd July 2005 and go into the draw for  
2 FREE hours of secretarial support**

Your Name :

Business :

Email:

Contact Phone Number :

## Thanks for your Feedback....

Dear Karen,

Just a short note to thank you for all the hard work and thought that went into creating our Finches' data base. Out of chaos came order and clarity, also a most efficient system that Peter and I can use with ease and competency. We have been able to draw on your ideas to increase business and to learn even more about our valuable customers. We would be happy to recommend you at any time as we felt that your knowledge of secretarial requirements and on top of that your efficiency and enthusiasm for our needs were great assets.

Thank you most sincerely

Carole and Peter O'Neill  
*Finches of Beechworth*



**'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.

MEMBER  
2004/05



I've recently joined the Beechworth Chamber of Commerce and am enjoying being part of this diverse group. There is a wealth of experience and knowledge within the chamber members, and they have been more than happy to assist me in this early stage of my business growth. I would encourage anyone who is interested to come along to a meeting to see what this type of organisation can offer you and what you can offer it.

BPW Beechworth

## Womens Connect Evening

Thursday 23rd June

6pm-7.30pm

at 31 Loch St, Beechworth

'Soup & Scones' Informal Networking Evening  
for the women of Beechworth & district

**RSVP Tuesday 21st June  
to My Beechworth Secretary**