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News & Info from ...



Newsletter: Vol. 12, Issue 6 - December 2012

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WELCOME!

Welcome to our new subscribers ... and to our last newsletter for 2012!

Are the years racing by for you too? I can't believe how quickly the year has gone. Seems to slip by faster and faster each year!

"Make a pact with yourself today to not be defined by your past. Sometimes the greatest thing to come out of all your hard work isn't what you get for it, but what you become for it."

- Steve Maraboli

End of year and it's time to talk gratitude! What are you grateful for? I'd like to take this time to thank my wonderful clients - without whom I would not be able to work from home doing what I love - supporting you! Especially thanks to my major clients: my lovely psychiatrist clients in Melbourne who keep the practice ticking over; my CEO in Canberra; Brisbane-based oral pathologist; and Coffs Harbour lawyer. As you know this year I scaled back my one-off and smaller client jobs but I still do some work for three long-standing authors and speakers and I love working with each of you and your unique personalities!

Thank you for the referrals - they are much appreciated!

WHAT'S APP?

Send SMS from your computer/Android tablet -

MightyText allows you to send SMS from your computer or tablet (all you need is a Web browser), and still use your own phone number. You'll also be able to screen incoming calls by seeing the caller information on the computer. This is also a great way to stay in touch with friends and family if you forget your phone!



2012 was a year of contemplation and redirection for me. I made conscious decisions to divest myself of things that were no longer serving me or my purpose and choosing to surround myself only with people who were positive influences. As a result, I scaled back my board and committee obligations. In October I resigned my seat at Independent Contractors Australia - which has now been taken over by the wonderful Kathie Thomas who will ably represent the VA industry on that board! And I turned down a request to join a new VA Association in Australia. AVBN was sold to the dynamic duo of Rosie Shilo and Chris Crowe and I look forward

to them taking the network to the next level. All this was in favour of continuing to service my existing client base and focus my energies on personal projects of animal welfare and wildlife rescue/rehabilitation. It has been a rewarding six months - albeit it busy, busy, busy!!

EVENTS

Check here for upcoming online events, webinars and other interesting happenings!

Webinars/Events:

See [A4VB](#) for 2013 webinars

March 22-23, 2013: [AVAC](#)
May 2013: [OIVAC](#)

Missed an event? A4VB recordings available [from here](#).

What changes do you have in the pipeline? Do they move you forward? Whatever you choose I wish you every success and a wonderful holiday season!

Till next time!

Virtually yours

Lyn PB

PS: Don't forget: [Click here to be unsubscribed immediately](#) if you have received our newsletter in error. If you have a friend/colleague who may be interested in the content of our newsletter pay it forward and [forward the newsletter to them](#). You can also [click here to view this email online](#).

VA Industry Survey

PODCAST

Prefer to get your info via podcasts in the car or while walking/working out?



If you're a virtual business, please help the Alliance for Virtual Businesses gather much-needed information about the use of technology and social media in your practice. There are just 30 questions so grab a cuppa and take a minute to complete the survey to help the Alliance gather this data for our industry. If you provide your name and email you'll be sent a summary of

Then check out the Virtual Business Show!

- [Knowing When to Leave](#)
- [What do I Charge?](#)
- [A Question of Ethics](#)
- [Carbon Tax - Small Business Has a Voice](#)
- [Multi-VA Practices](#)

Subscription Options:

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BLOG

What's been happening at the blog? Latest articles:

- [Breaking Up is Hard to Do](#)
- [Spring Clean #2](#)
- [It's Spring!](#)
- [Your Digital Legacy](#)
- [So you wanna be a VA?](#)

FROM THE ARCHIVES

What were we talking about in November and December in previous years? Believe it or not the 'rose by any other name' was an issue even back then:

Nov 2007:
[What's a VA? Let's Get it Right!](#)

Dec 2009:
[Appreciate Your Support](#)

Nov 2010:
[Be Mindful of Your Brand Agency or Network](#)

CONTACT US



Please feel free to

the report once compiled. Closes December 15 - hurry!

[Take the survey here.](#)

Holiday Closure

Yes believe it or not eSOS is actually shutting the doors for a couple of weeks off this year! Will be the first December/January break we've had in about five years other than the public holidays!

So please make a note of the following dates:



Last day: Friday 21 December (midday)

Returning: Monday 7 January

(barring of course any *actual* yet highly unlikely end-of-world scenarios on the 21st in which case bon voyage and it's been wonderful knowing you all!)

We will be travelling interstate and potentially to places with no internet coverage so I will be forced to take a tech-break! Small mercies!

Enjoy your break with loved ones and we'll see you in 2013!!!!

Gift Ideas

Three weeks to go and still stuck for gift ideas? Maybe some of these will help! Plus you'll be helping local small and home-based business operators! (Titles link to the external sites.)

	<p>Facebook for Parents - just \$10 this how-to step-by-step guide runs you through the 'current' Facebook Account, Security and Privacy settings so you can ensure your - or your child's - profile is as safe as can be!</p>
	<p>Warwick Whips - all hand-made, Australian-made quality leather stockwhips, dress and hobble belts, pocket knife pouches, fob watch pouches and hat bands. Full repair service. Shipping across the country and around the globe!</p>
	<p>Morish Nuts - a personal favourite these are great gift ideas with packs of varying sizes right up to massive hampers! Just be sure to get some for you too!</p>
	<p>Cake Pops and More - bite-sized frosted balls of delicious cake dipped in melted chocolate or candy coating and decorated in different designs - on a stick!</p>

Tech Talk

Donna Hanson of [Prime Solutions](#) shares her top 5 Tips to Reclaim Your Inbox in our Tech Tips section!

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5 Tips to Reclaim Your Inbox



A survey conducted by the Sydney Chamber of Commerce and Industry in July 2006 found that 56% of 280 businesses surveyed were worried about the volume of emails staff were dealing with and the impact on their productivity. The survey also found that businesses estimated staff were spending one extra working day a fortnight on email.

These frightening statistics demonstrate how out of control email has become.

Isn't it about time we RECLAIMed our Inbox and took back control of our personal productivity and our lives???

Here are some great ideas to start....

1. Switch off your email notification message.

So many of us open our email first thing in the morning and leave it open all day. We are then constantly interrupted by pop up boxes and "dings" to let us know of the arrival of yet another email. Switching the notification message off ensures you are not distracted by incoming email and allows you to focus completely on your current task.

2. Schedule times to deal with email.

This is a very difficult one, but try committing to dealing with emails 3 times a day. 1 hour in the morning, ½ hr at lunch and a ½ to 1 hr at the end of the day. It's hard at first, but if you were away from the office or in a meeting you wouldn't be there to deal with them anyway.

3. Use the telephone or send a letter

Ask yourself is email the best way to respond to each message you receive? Would it save time and an email message "chain" if you called or sent a note in the mail? Both telephone and mail are becoming lost art forms. Businesses that send personalised notes or make regular "how are you?" type calls are viewed as building more personal relationships with clients.

4. Create Rules

Most computer programs have Rules or Filters that allow you to organise emails as they arrive in your Inbox. Use them to send your reading material directly to a reading file, send messages you are cc'd on to a cc file and deleting unwanted messages automatically. (For more information on rules, go to the Help feature of your email program.)

5. Archive

Many email applications will automatically archive information that hasn't been accessed for a period of time. This keeps your mailbox size down (great if you are in a corporate environment) but allows you to have archived data available at the touch of a button. (Go to the help feature for more information.)

Donna Hanson is a productivity strategist. She helps people get more done in less time with technology they already own. Donna has a free monthly Productivity & Profit Pointer. To receive it, go to www.primesolutions.net.au. Donna has created The Technology Translator Instant Access Club to allow small business owners to have access to 24/7 on demand resources to solve everyday problems and work smarter and not harder with technology. Check it out at www.thetechnologytranslator.com.

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