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## News & Info from ...



### Newsletter: Vol. 12, Issue 5 - October 2012

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"Live so that when your children think of fairness and integrity, they think of you."  
- H Jackson Brown Jr

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#### WHAT'S APP?

**Want to print from your iPad?** - [PrintDirect](#) is a handy iPad App from the store and prints to all computers. A disadvantage with AirPrint is you have to have your computer on functioning as a server in order to print from your iDevice. With PrintDirect you print from within the app to your WiFi printer. Handy!

**Want to check a timezone from your iPad?** - The new iOS6 has a brilliant clock feature where you can add clocks from various countries which will help with Daylight Saving kicking in and you can re-arrange so the clocks you need most are side by side. If you've not upgraded yet or if Apple loses the right to use the clock style ([Swiss Railway is suing them for stealing the design](#)) or want to use a different app, then [World Clock-Time Zones](#) by [timeanddate.com](#) is awesome and was what I was using before the new upgrade!

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#### WELCOME!

Welcome to our new subscribers!



Spring - my favourite time of year! The earth is blooming with new life and the weather is warming up - but not too hot yet! Love this season! Plus a chance to get the spring cleaning done and clear out the cobwebs - including from the PC! This newsletter we share some great tips on a Spring Clean for your PC (sorry, PC users only) - and in the same vein our new guest writer, Donna Hanson (who will be sharing her insights in our regular **Tech Talk** section) shares 5 tips on clearing your computer clutter. Welcome Donna and I trust our readers will gain some valuable info from your regular contributions!

This month I also share some new training available - for VAs a brilliant Certificate 1 course; and for entrepreneurs and small business owners a great new online learning opportunity via GoBee - PLUS a **special offer** so be sure to check out the article later in this newsletter. I was also on the hunt for a way to print from my iPad which DIDN'T involve the need for leaving on the Mac or using an AirPrint printer - check out the app I found that seems to work okay, in the **What's App** sidebar item!

This past few weeks we've seen the worst of human nature. I think people all around the world could do well to live by the words in our quote this month (see left side bar).

Don't forget Daylight Saving starts in most states across Australia 7 October (except Queensland and WA which don't observe it) - so you'll need to bear this in mind when scheduling cross-border meetings. A great site for checking multiple times is [World Time Buddy](#)

Till next time!

Virtually yours

Lyn PB

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#### GoBee Launches

During September [GoBee](#) - Practical Online Business Education for Entrepreneurs and Small Business Owners - launched their new website and training modules.



GoBee is a collection of some of the best entrepreneur and small business consultants, coaches, specialists and experts from all around world collaborating together to share their skills, knowledge, and experience with you, so that you can learn their secrets and know what they know, and do what they do!

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Delivered in a unique 'choose what you like', 12-minute video format, the training allows you to choose the topics of interest to you and learn from the best in the business to help you in

## EVENTS

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

### Webinars/Events:

Oct 10: [Support for Mental Health](#)  
Oct 18: [Project Management](#)  
Oct 25: [A4VB Virtual Roundtable](#)  
Nov 16: [Warwick Merry - TBA](#)

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

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

**your** business - and starting from less than \$5 per module. [Here's how it works](#).

I was honoured to have been asked by GoBee founder Lap-Tin Tsun to present a module on *What is a Virtual Assistant*. Video is not my preferred format but I did it and it's now live as one of the modules on the site.

If you'd like to check out what GoBee can do for you we have a great offer made available by Lap-Tin for readers of the newsletter: 10 F\*ee credits to use at the site (\$10 value). Just use promo code: **ExecGoBee** when you register and you'll get 10 credits to start you off!

## Tech Talk

Donna Hanson of [Prime Solutions](#) shares her top 5 Tips to Clear Your Computer Clutter!

## PODCAST

**Don't have time to read articles? Prefer to listen to podcasts in the car or at the gym? 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](#)

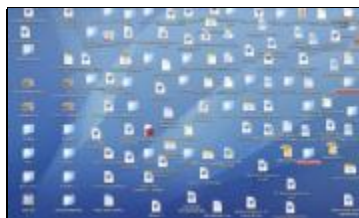
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## 5 Tips to Clear Your Computer Clutter

Start this month with a commitment to living in harmony with your computer.

### 1. Check Your Files & Folders.



Are all your files in folders or are they filed loosely in My Documents or a network drive? Now is the time to check over where your files are stored and see if your computer filing cabinet needs a revamp to keep pace with your business or personal needs. Start by writing down categories for your documents and plan what you will put where. You can always move files around later, but the important thing is to have some structure to

make them easier to find when you need them. For example:

Business - Personal

Home - with a folder for each family member

Home - folder for each family member - folder for community activities ie Pre-School, Tennis Committee etc

Save your files in a structure that makes sense to you and hopefully others who use the computer. '*Donna's document*' might be great at the time, but three months down the track you won't remember what the document was for.

Taking a couple of minutes to name a file in a logical way means that when you go looking for it, it's easier to a) find and b) identify that it is the file you want.

If filing isn't your strong point, get some help to get re-organised. There are many small businesses that provide support that will come to you! Or organise a FILING Party - get some friends together with their laptop and file and chat!

## BLOG

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

- [Spring Clean #2](#)
- [It's Spring!](#)
- [Your Digital Legacy](#)
- [So you wanna be a VA?](#)
- [Importance of Follow Up](#)

### 2. Delete or Archive Files

Are there files on your computer that you no longer need? Delete them.

All too often we keep files that we no longer need....just in case. The tax office tells us we only need to keep files for 7 years! If there are files on your computer that you need but not that often, archive them by moving/copying them to a CD or external hard drive.

[Read more for tips 3-5!](#)

## Great Course for Newbie VAs

The Virtual Business Development Hub announced recently a great new course for anyone wanting to start up their own VA business: [Certificate 1 in Virtual Business Administration](#). Valued at \$579 it is



## CONTACT US



Please feel free to contact us in any one of the following ways:

**Mail:**  
PO Box 1200  
Warwick Qld 4370  
Australia

**Email:**  
[lyn@execstress.com](mailto:lyn@execstress.com)

**Phone:**  
0417-648172

**Fax:**  
+61-7-3009-0452

**Web:**  
[www.execstress.com](http://www.execstress.com)



available for just \$79 as the course is partially funded by the Victorian Government.

Proposed to run over two half days, the course is designed for those interested in running a virtual business from home but who have no experience running a business or of the VA industry.

"We are really excited about this course," said Rosie Shilo, AVBN Network Manager. "While the course is currently funded for Victoria, we are getting a lot of interest from councils who would also subsidise the course for their residents which means until we have the government funding available for interstate, the council subsidies can certainly be explored - a win/win for everyone!"

The next course will run 13 and 20 November at Quest on Doncaster. More info and to register can be found at the [Virtual Business Development Hub](#). More courses are proposed and VBDH intends to make them available in other locations. Stay tuned - we'll keep you advised!

### Spring Clean your PC!

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Spring has sprung and this is a great time for a spring clean! No I don't mean your house ... though it's probably a great time for that too! I'm talking about spring cleaning your PC (sorry - this is advice for PC users only).

A spring clean of your PC involves both a **system clean up** and a **physical clean!** Now, I get that this might be a bit overwhelming for those who don't do this regularly so I'll break this down into two blogs - one covering each!

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### System Spring Clean

You should be doing this more often than once or twice a year but spring is a good time to do it if you've forgotten! Here are a couple of things you can do to spruce up your system if it's starting to run a bit sluggish.

In Part 1 of this article we cover:

- Disk Defrag
- Disk Cleanup
- Registry Cleaners

In Part 2 we cover the actual steps to clean your hardware and free it from dust build-up (with thanks to Terence Kierans of [Cyberspace Virtual Services](#) for sharing his knowledge in this area).

[Read more of Part 1.....](#)

[Read more of Part 2 ....](#)

### From the Archives

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What were we talking about in September and October 2009? Seems the use of apostrophes was a big one!

[In Homage to the Humble Apostrophe Apostrophes and surnames!](#)

In 2010 it was social media:

[Are Bricks Missing out on Clicks?](#)

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