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## News & Info from ...



### Newsletter: Vol. 12, Issue 3 - June 2012

#### IN THIS ISSUE

- WELCOME!
- Dictation Tips
- Evernote
- Twitter Tool
- Newsletter Survey

#### WELCOME!

Welcome to our new subscribers!

Middle of the year and tax time is looming again! Seems to be coming around faster and faster each year!

**"One right and honest definition of business is mutual helpfulness."**

- William Feather

I hope the first half of your year has been fantastic and that you have reached the goals you may have set for your business at the New Year. If not, don't worry - still six months to go!

This newsletter we look at dictation tips, two great apps I discovered this year (you may know them already!) and seek your feedback on the newsletter by asking a few short survey questions. Please do take a second to complete it!

#### PODCAST

**Don't have time to read articles? Prefer to download podcasts to listen to in the car or at the gym? Then check out the shows at the Virtual Business Show ? Click the titles to be taken to the latest shows!**

Till next time!

Virtually yours

*Lyn PB*

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

**Remember :** You can subscribe to the show via RSS, iTunes, Zune, or download the podcast at the iTunes Store. You can also subscribe via email for email delivery of whenever a show is uploaded!

#### Dictation Tips

One of the primary services we offer is medico-legal transcription. Did you know the quality of your audio is going to affect the transcript - and consequently the price of the work? There are some simple things you can do to improve the quality of your audio and the outcome for your transcriptionist. Simple things like plugging in your mic, not eating while you dictate, not shuffling papers close to the mic. Here's my list of 15 tips compiled over years of transcription work. How many do you actually follow?



**Dictation Tip 1:** Try to dictate in a quiet environment - not in the local coffee shop at lunch time or with the TV blaring. Sounds obvious right? You'd be surprised how many authors don't think about this basic requirement!

**Dictation Tip 2:** DO spell words that are industry specific, jargon or unusual eg surnames. Might sound obvious - most of these tips do! - but your transcriptionist may not be familiar with your industry - at least in the beginning.

**Dictation Tip 3:** An hour of audio will NOT take an hour to transcribe. Class 1 audio has a ratio generally of 1:3 - ie 3 hours typing time - Class 1 meaning excellent quality, one speaker, clear (think dictating a letter). Classification depends on lots of things and goes up to Class 5 - which can be a ratio of 1:8 at the worst. It helps to keep your audios as clear as possible.

**Dictation Tip 4:** DO start your dictation with 'hello' and end with 'thank you'. Not only does this give your transcriptionist a clue as to when you're starting and finishing the recording,

#### BLOG

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

- [Real Estate Agents on Notice](#)
- [Government Unveils New Loss Carry Back Tax Break](#)
- [Do You Brand Your Car](#)
- [Risk Management - Don't Overlook It](#)

it's polite! Treat your transcriptionist like a person - after all, they are! It's OK to use their name and speak as if they were with you.

**Dictation Tip 5:** No need to dictate punctuation - unless it's a legal document which can be very specific. Qualified transcriptionists should be able to punctuate on-the-fly - and they may well know their punctuation rules better than you!

**Dictation Tip 6:** E-N-U-N-C-I-A-T-E. Believe it or not, 7, 17 and 70 all sound the same if you don't.

[Get Tips 7 to 15 here!](#)

## Evernote

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Have discovered another MUST HAVE tool: **Evernote**. If you don't know what this is, it's an app that helps you remember everything! You can set up a free account, get the app from the iStore and add it to your browser, and you're set to go. As the site says:

- **Capture anything:** Save your ideas, things you like, things you hear, and things you see.
- **Access anywhere:** Evernote works with nearly every computer, phone and mobile device out there.
- **Find things fast:** Search by keyword, tag or even printed and handwritten text inside images.



You can download Evernote to all your computers and devices: PCs, Macs, iPads, iPhones, Android, web browsers, BlackBerry and more, and it syncs across all your devices. Find a great website, clip the URL or the entire article or page from your browser and it turns up in your Evernote app across all your devices for you to access anywhere!

I find it particularly useful if I find a website that I'd like to browse a bit more or read a particularly good blog that I don't have time to digest. I clip the article or site from my browser, and then when I have time or later that evening after log-off, I snuggle up on the couch with my iPad, go to the Evernote app and read the article or site in my own time.

If you're out and about and see something you like, snap a picture of it with Evernote and add some notes for checking into later.

It's also brilliant for creating notes on the fly - plus there's an audio component so if you don't want to type on the screen, simply record your note and Evernote inserts the audio recording, or use the voice recognition feature to speak your note! I'm finding the note taking feature particularly useful for jotting down my thoughts around an ebook I'm currently writing.

[Download Evernote now from their site here.](#)

[Check out the promo video](#)

## Twitter Tool

If you use Twitter you may have been a bit frustrated by the follow limits being imposed. I found I couldn't follow people until I got more followers! Unfortunately I don't use Twitter in that way - ie follower collecting - so it meant having to unfollow some people before I could follow quality Tweepies. Here's a great tool that was recommended to me:  
[Tweepi](#)



great!

Nice tool for easily dealing with Twitter followers - unfollow, reciprocate, see how long ago they tweeted all from the one dashboard! I didn't use it to 'bulk add' - I disagree with that. But the other tools - flush, reciprocate, clean up and other tools are

### Newsletter Survey

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Please take a minute to complete our very short survey! See below! Be sure to click Submit Survey when you're done.

### eSOS Newsletter

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If you have difficulty filling out these questions from your email, please try to complete them [online by clicking here](#).

**1. The newsletter has:**

- ... just enough articles     ... not enough articles     ... too many articles

**2. I'd like to see more articles on... (check all that apply)**

- small business issues     technology and apps     becoming a VA     working with VAs     Other

**3. If other - please elaborate**

Submit Survey

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