



Executive Stress

OFFICE SUPPORT

Newsletter — December 2002

Welcome!

Volume 2, Issue 5

"Tis the season to be jolly ... fa-la-la-la-la-la-la-la-la-la"..... Yes, Christmas is here again already!!!! Where does the year go? And did you notice the pre-Christmas advertising started mid-October this year?

I LOVE Christmas! Particularly now with Ceilidh part of the family! I get just as excited as she does when the Christmas decorations go up in the mall - and we put our Christmas tree up as soon as that first bauble appears! Kids really bring the whole magic of Christmas to life, don't they?

It dawned on me though, as strains of "Jingle Bells" floated to me from the back seat of the car for the squillionth time,



how strange it seems singing about "dashing through the snow" whilst sweltering in 35° heat. Even the candles were absent at the recent "Carols by Candlelight" arranged by our local Rotary Club, because of the fire bans. "Carols by Glow Stick" doesn't have quite the same ring to it!

And poor old Santa really needs a new kit for his Australian run don't you think, or he's going to lose quite a bit of weight this year!



This newsletter is going to be more of a holiday-inspired one. We'll get back to the viruses, Microsoft bungles, technical tips and other business-related stuff next year!

Last newsletter we gave tips on saving money on your holidays. This newsletter we have tips for leaving your home safe and sound while you're away, together with some holiday pet tips for those who share their lives with animals (the 4-legged kind!).



To our NSW readers, our thoughts are with you and we hope you aren't in the path of the NSW fires. To our Victorian readers (and those in the Northern Hemisphere) - hope you have your woollies out ... snow in Victoria in Summer??? What's THAT about?

So, at this time of year I wish you and

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yours peace, joy and happiness! Merry Christmas! Blessings for Yule! Happy Hanukah and Eid ul Fitri! Stay safe and see you on the other side!!!

Till next quarter.

Virtually yours
Lyn P-B





Executaries Convention - Merchant Court Hotel,

OK, I know I said it was going to be a holiday newsletter, but I just had to pass this on!

My first foray into the world of public speaking went - remarkably - very well. I actually rated an 8.3 for content and 7.7 for presentation (out of 10). Considering I'd been up all night with some stomach virus I'd picked up, I thought that was pretty good!

(I've discovered the secret to overcoming speaker nerves is to operate with the assistance of 20mg of Stemetil about an hour or two



prior to taking the podium! Just a friendly tip for anyone heading down the speaker path!) 🤖

This Convention, for Executive Secretaries, was a great opportunity to introduce the wider business community to the realm of Virtual Assistance. Of the 90 delegates present, 1 had heard of the industry and she was a colleague I sent along for moral support! However, nearly 1/3 of the delegates expressed an interest in learning more about the industry - so more things could come from this. Stay tuned! ✓

Holiday Pet Tips! (courtesy www.petsmart.com)



Deck the halls with holiday trimming? As you get your home ready for all the holiday fun, remember to consider the safety issues for your pet. Candles, trees, and other decorative items can be hazardous for your pet if



the proper precautions aren't taken. Here are some tips to protect your pet and still be full of good cheer!

Pets As Gifts

It may be fun to watch Junior's face light up as he receives a furry little friend as a gift, however responsible pet-giving involves adult commitment to the pet's overall health and well-being. Although it boosts a child's self-esteem to call a pet her own and she can certainly take on quite a bit of pet care, a pet is a living thing and a member of the family. Don't leave the responsibility solely up to the kids. Be prepared to nurture the pet with the best the household has to offer, independent of what the child is able or willing to do. If you are giving a pet to an adult friend, make sure that your friend has seriously considered all aspects of pet ownership before you surprise them with a new best friend. A pet care book makes a perfect stocking stuffer for those receiving pets as gifts.



Cancel The Chocolate!

For pets, chocolate is a tasty toxin, which causes serious health problems. It contains a compound called theobromine, which, like caffeine, is dangerous to dogs and cats when eaten in large quantities, says Mary Labato, DVM, clinical assistant professor at the Tufts University School of Veterinary Medicine in North Grafton, Massachusetts. Baking chocolate, with nearly nine times more theobromine than milk chocolate, is particularly dangerous, but either kind can cause problems, she warns. If you're not sure how much your pet already ate, call your vet immediately for advice.

Bows Are For Presents, Not pets

A holiday bow around a pet's neck can at worst strangle an animal that catches it on a paw, and at best embarrass her in front of her friends! Much preferred are snap-away collars, which detach under pressure greater than that exerted by a straining dog on a leash and are available in holiday colours at upscale pet stores. If you can't resist the idea of putting antlers on your Great Dane or a Santa hat on your guinea pig, do it quickly, take a snapshot for the holiday card, and take off the topper right away. Most such items aren't made for wear and tear, safety, or comfort.

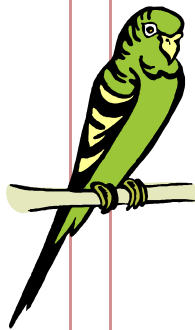
Pet Tips (contd)



(Continued from page 2)

Ensure Pet-Friendly Trimmings

Some cats will ignore the holiday tree; some will consider it Santa's gift to the indoor kitty. To find out which variety you have, bring in the tree a day before you decorate it. Should a feline approach it with malice aforethought, slip four or five coins inside an empty soft drink can and shake it. The noise is likely to startle the cat, and she should get the message: paws off! Leaning trees are tempting for pouncing cats. Be sure to tether the tree to a nearby window and hang the most valuable and/or breakable items near the top. Also, skip the tinsel. Instead, use any of the vinyl garlands and specialty lights now on the market. They'll brighten the tree, and you won't have to worry about your pet eating them and causing digestive problems or choking. Place fragile or chewable decorations well out of reach. And avoid arranging winter scenes on the coffee table or cards on the hearth.



that you're willing to pay. Have your pet-sitter come over a few times before you leave to practice feeding the pets in your presence. This gives you a chance to gauge the person's interest level and competency, and it also gives the sitter your endorsement in your pets' eyes.

Forewarn Holiday Visitors About Four Paws

When you invite someone to your home, make certain that person knows that your pet will be on the premises. Even people you've known for a long time may not remember that you have a dog or cat. When you're expecting visitors for only an hour or an evening, go out of your way to accommodate those with allergies or those who don't appreciate pets as much as you do. If you have smaller pets, it's best to keep them out of reach from children who may not know how to handle them. And don't forget it's completely within bounds for you to insist that visitors refrain from squeezing, feeding or teasing your pet.



Safety First, Before Decorating An Aquarium

Be Festive, Not Flashy! Holiday lights on the outside of the aquarium are a nice, reasonable touch. But make sure they're all the way on the outside! Even small fish can splash water on the bulbs. This can cause bristling electricity and maybe give humans or fish an electric shock. And by no means use blinking lights, which will stress the fish and possibly give them ich (a condition that causes slimy spots on fish and can be fatal if untreated).



Let The Parakeet Join The Party

Any cage can sustain a bow - on the outside, where little rodent teeth won't nibble away at it. You also might try a festive pattern for your bird's night time cage cover-up, something in red and green for Christmas or in an African weave to commemorate Kwanza.

Plan Ahead For Holiday Pet-Sitters

Won't be home for the holidays? Make sure you have the right pet-sitter for your pet! Look for a pet-sitter who really loves animals in general and yours in particular. One good way to find out is to mention that you're looking for someone responsible to help take care of your animals and wait to see whether you get a nibble before you mention

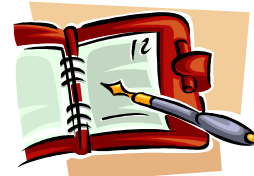
Have a safe and happy holiday season!

Information and advice contained in this article is for your consideration only. Please consult your vet for specific advice concerning the care and treatment of your pet.

New Clients

The following new clients benefited from partnering with Executive Stress Office Support and we welcome them all!

- 📌 John Goldsmith, Tyco Flow Control, Qld (PowerPoint Presentation)
- 📌 Stamford Plaza Hotel, Brisbane (Assistance for in-house guests)
- 📌 Pacific Film & Television Commission, Brisbane, Qld (Dialogue Transcription)
- 📌 Gerard Egan, Lee Sames Egan, Solicitors, Lismore, NSW (Digital Transcription)



If you haven't discovered the benefits of partnering with a VA yet, give us a call and we'll answer all your questions.



Leaving Home Safe & Sound!

The Festive Season is finally here! If a trip away from home is in your plans, remember these tips to keep your home safe and secure while you are gone.

1. Suspend regular deliveries.

This includes newspapers, milk and other service deliveries. Ask the post office to hold your mail until you return or get neighbours to clear your letterbox.

2. Set timers on lights and radios.

Choose timers tested for safety. You can create the illusion that you're at home by setting the timers to turn lights on and off in different areas of your home throughout the evening.

3. Ask neighbours to watch out.

People you know and trust can often be your best defence. Inform your neighbours if you will be gone for an extended period of time. And give them an idea of your itinerary including how they can contact you. You might even ask them to park their car in your driveway from time to time to make it look like somebody is home.

4. Securely lock all doors and windows.

Did you know that in almost half of all



completed residential burglaries, thieves simply breezed in through unlocked doors or crawled through unlocked windows? And don't forget to secure any vehicles you leave behind.

5. Leave curtains and blinds in their normal positions.

If you are concerned about leaving blinds or curtains open on the nights that you are away from home, leave them closed. It is more common to have closed blinds during the day than to have them open at night.

6. Unplug countertop appliances, home entertainment equipment and computer equipment.

To prevent a fire hazard, coffee makers, toasters, hair dryers and irons should be left unplugged. Unplug all TVs, VCRs and computers to protect against power surges in the event of a power outage.



Now ... enjoy your holidays and RELAX!✓

Peace & Blessings from eSOS to you and your families this Christmas Season!

