

Newsletter—July

Executive Stress OFFICE SUPPORT

July 2001

Welcome!

Welcome to the first newsletter from Executive Stress Office Support. We hope to be able to bring these newsletters to you quarterly.

The newsletters will keep you up to date with what Executive Stress Office Support is doing, happenings in the VA industry in general, and other relevant information.

If you would like to contribute to the newsletter, please email me at: executivestress@softhome.net.

Remember, next time you need that extra pair of hands, give us a call! See page 2 for a list of our new clients.

I hope you enjoy the newsletter! Please email me with any suggestions you

might have or if you would like to contribute.

Till next quarter.

Virtually yours

Lyn P-B

❖



Training

Training is so important, especially for home-based businesses where access to training is limited.

In addition to a four week course in MYOB, here's a summary of recent e-training achievements:

Brainbench Certifications*:

Brainbench certifications are valid for 12 months and are designed to be re-taken as a means of testing and honing current skills.

Computer Fundamentals (Win 95/98)	3.4	Level)	94%
Typing Speed & Accuracy (Master's level)	4.57	Intro to PowerPoint 2000 (Mastery Level)	100%
Office Procedures (US)	3.18	Intro to Access 2000 (Mastery Level)	100%
Written English (Master's level)	4.06	A+ Certification: Computer Intro (Mastery Level)	91%
MS Word 97	3.53		

*Brainbench is an internationally recognised internet-based testing centre. Brainbench certifications are becoming increasingly a measure of achievement, particularly for home-based and virtual operators.

MindLeaders Courses:

The following courses were taken in the past few months:

FrontPage 98 (Mastery

Some of our clients have benefited in the last month from in-house training as part of our Help Desk Services. These include training manuals and a Certificate of Completion. For more information please contact Lyn. ❖

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Special points of interest:

- Alaskan VA takes her business "on the road" - literally! See p.2.
- New ESOS website launched. See p2 for details.

Looking for a new way to communicate virtually?

CommunityZero Core™ is an interactive website that allows a group of people to communicate and ex-

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Virtual Assistant's in the News

A continuing problem faced by VAs or Virtual Office Professionals (VOPs) is a lack of understanding about what it is that we actually do. This problem will only be solved by increasing awareness. Whenever we are successful in piquing the interest of local media, this section of the newsletter will let you know where the coverage has appeared.

In the meantime, online newsletters and publications have taken hold of the idea and regularly feature articles on this growing industry.

The Alaska Journal (www.alaskajournal.com) ran an article on Victoria Parham, a North American VA whose husband's job in the military necessitated a move from Mary-

land to Fort Richardson in Alaska.

Victoria managed to continue to service her client's needs by spending five hours a day in the back seat of an SUV for 22 days as the family undertook the move.

Everyday, Victoria relied on her laptop, mobile and wireless modem to work, hold on-line interactive meetings and teleconferences with clients and other "team" members scattered around the US.

Parham's Virtual Support Services primarily does admin support for mobile professionals and executives who travel frequently—a senior NBC exec

is among her clients.

"I do their reports and put together their presentations," Victoria said.

"Once a client sent me a draft of a PowerPoint presentation as he

boarded a flight to South Africa. When he got there, 16 hours later, he downloaded the revised presentation and went to his meeting." ❖



A client's location is no problem for the Virtual Assistant.

New Web Site!

We've been busy working on our new website for the last few months and we're now live!!

The new site includes hints and tips from our Help Desk, news releases and other information on what we've been up to, as well as forms for requesting services.

Be sure to visit: www.executivestressofficesupport.com or www.execstress.com and let us know what you think of the changes. ❖



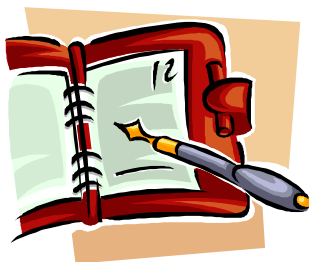
Visit:
www.executivestressofficesupport.com

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change information over the internet in their own private and secure area. The site includes discussion groups, file sharing, live chat, instant messaging and other collaborative tools. A great tool for holding virtual meetings and managing projects, the service is free!! More information can be found by visiting www.communityzero.com. Or give Lyn a call to set up a trial (07-3379-8360).❖

Executive Stress
OFFICE SUPPORT

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Australia



New Clients

Welcome to all our new clients!

- South Bank Business Association
- ADA CADPartners
- Searson Group
- Murdoch Corporate Finance Pty Ltd

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*"Professional Assistance for the
21st Century Professional!"*