

TYPING BUG GAZETTE

ISSUE #1

EXCITING NEWS !!!

The Typing Bug is working on it's first radio commercial. I am working with WTUF FM 106.3 in Thomasville, Georgia to produce a 60 second spot. The commercial will run several times a day. I am so excited about this opportunity. The greatest advantage of this particular radio station (other than the great people that work there) is the fact that anyone that has internet can listen to their station via streaming audio. Just go to their site: www.wtufradio.com/streaming.html and listen in.

VA INDUSTRY IN THE NEWS



VAnetworking.com, as well as the Virtual Assistant industry in general, are regularly profiled in national magazines, newspapers, TV shows and radio stations worldwide. Click [HERE](#) to read the full stories.

Source: VA Networking Association
www.vanetworking.com

GET RID OF SQUIRRELS

What on earth can squirrels possibly have to do with time management and getting stuff done? Well, a 'squirrel' is anything that suddenly takes your attention away from what you're working on. Squirrels come in many forms - ones that can be controlled, so it's best to watch out for them.

Click [HERE](#) for entire article from Georgina Forrest, your Organizing Expert, who provides office organizing services, consulting and training workshops to busy professionals at <http://swororganizing.ca>.

NEED MORE EXPOSURE?

Do you need currently need help to develop and implement internet marketing strategies that will ultimately bring in more clients while saving marketing dollars?



Services like ...
Branding and Identity Online Presence
Teleclasses/Webinars List Building
Products/Passive Income Affiliate Marketing
Marketing Consulting/Support Social Marketing
Developing Systems/Procedures

Contact Susan Myers at www.havingavirtualadvantage.com or view her blog at <http://www.virtuallyspeaking.info/>.

NEWSLETTER SPECIAL

Did you know that The Typing Bug is having a newsletter special until October 31st.

You can have your monthly newsletter created and maintained for as low as \$35 per month plus a one-time initial setup fee.



Call or email today for more information.

PUBLIC SPEAKING MONTH

Have you every thought about taking up public speaking as a career? Having to stand in front of a crowd and deliver an address is our society's #1 fear. Thousands of people do just that - presenting workshops, seminars, and keynote speeches for a living. They help us learn, motivate us to improve our lives, & guide us in our business and financial decisions. Most of all, they inspire us to move in a more positive direction. Check out some great information at:

www.onlineorganizing.com/CalendarHoliday.asp?holiday=28

GIVE YOURSELF A RAISE

Owning your own business is a great achievement and requires you to wear a lot of hats: owner, marketer, finance manager, widget maker/ service provider, etc. Wearing all these hats eventually leads to a state of burnout or overwhelm and the love, the passion for what made you start your own business in the first place drowns in all the details.

Over the next week, keep a time log and track everything you do using this **FREE** Productivity Tracker. Then sit down and make a list of all those tasks that you either shouldn't be doing (not worth your time given the sacrifice) or hate doing.

When you finish, look over the items and see what a Virtual Assistant can do for you.

[Download your free Productivity Tracker.](#)

Click [HERE](#) for entire article from Sandra Martini.

Online Business Success Coach & Entrepreneur, Sandra Martini teaches small business owners how to create more success in their business while maintaining their sanity and having fun.

JUMP START ON CHRISTMAS?



Lee's Place Grief & Loss Counseling Center is currently offering their cookbook for **\$5.00!**

Lee's Place provides counseling and educational services to those who are adjusting to a loss, whether the loss is a death, a divorce or abandonment. Want to know more? Check out their website at www.leesplace.org.

Interested in buying their cookbook(s)? Email brenda@leesplace.org. Give your mailing address and how many cookbooks you would like.

If you put **Typing Bug Cookbook** in the subject line, I'll donate \$5 for every cookbook that you purchase. The donation can be in your name or in the memory of a loved one. Order today!

"Discipline yourself to do the things you need to do when you need to do them, and the day will come when you will be able to do the things you want to do when you want to do them!"
Zig Ziglar

GIVEAWAY OF THE DAY

I ♥ Giveaway of the Day
Every day we give away software you'd have to buy otherwise.
Today it's Clone Terminator 3.0.
Clone Terminator is an easy-to-use program designed to clean your computer from duplicate files. With the help of Clone Terminator, you can...
Usually priced at \$29, FREE today.
Remaining time: 6h 35m

TEN SIGNS YOU NEED A VA

1. You've missed out on opportunities because you forgot to follow up or didn't have time to submit a proposal.
2. You've sent out articles, proposals, or other important correspondence with spelling or grammatical errors.
3. You haven't sent out your "monthly" newsletter in several months.
4. You often work evenings and/or weekends to stay on top of administrative tasks.
5. You have projects requiring skills and/or software that you don't have.
6. You have lots of great ideas for your business, but no time to carry them out.
7. You haven't updated your website in over a year.
8. You've been procrastinating about tasks on your to-do list for several weeks - or longer.
9. You've had to turn down opportunities because you couldn't figure out when you would do the work.
10. You'd love to take your business to the next level - if you only had the time.

Janet Barclay, MVA and owner of Organized Assistant, provides administrative assistance and website services to coaches, professional organizers and other small business clients. To receive monthly tips for Maximizing Your Time and Space, request a subscription to her ezine, [The Organized Assistant Resource](#).

A WAITING LIST OF CLIENTS

The key to attracting AND keeping lots of clients is doing the following activities consistently. Don't be overwhelmed...pick one to start today and add another when you have that one down pat. Keep adding to your list and you'll have plenty of clients in no time.

[Click here for 63 Tips & Techniques for Creating a Waiting List of Clients.](#)

Online Business Success Coach & Entrepreneur, Sandra Martini teaches small business owners how to create more success in their business while maintaining their sanity and having fun.

STRESSED OVER A WEBSITE?

If you were like me, the thought of building a website to promote your business was very overwhelming. I just wanted something to "get the word out." I didn't know the first thing about html and didn't have time to learn. I found Homestead was the ideal solution. Try it!

