

# TYPING BUG GAZETTE

ISSUE #3



## Website Update

My website is getting rave reviews, even picked up a few awards recently. I have found out that when you design and maintain a website yourself, it gives you a totally different res...



## National Ample Time Day

Did you know that November 8th is National Ample Time Day. The one day set aside each year to recognize the importance of time management, making Ample Time in one's life for priorities to make the most of each day and live a completely fulfilling life.

Source: [www.classbrain.com/artholiday/publish/article\\_220.shtml](http://www.classbrain.com/artholiday/publish/article_220.shtml)



## 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 32m

## Comma ... To Use Or Not To Use

Have you ever been confused as to when to use a comma or not? Here is a great article with a few rules of thumb that will make writing your next email, business letter, article, or letter home a great success.

You can check out the entire article by Steven Aitchison at:

<http://www.dumblittleman.com/2009/10/dumb-littleman-guide-to-comma-use.html>

## Remember Service Not Price

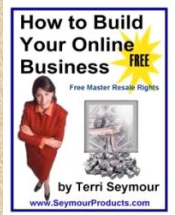
People today are use to poor service, so when they come across a business that provides good service, not even exceptional service, it stands out. Where do you think you could take your business if you provided excellent services that over-delivered on your customer's expectations? It doesn't matter what type of business you're in, people will remember service before they remember price. Read more from Don Terry at:

<http://ezinearticles.com/?People-Remember-Service-Before-They-Remember-Price&id=2892484>

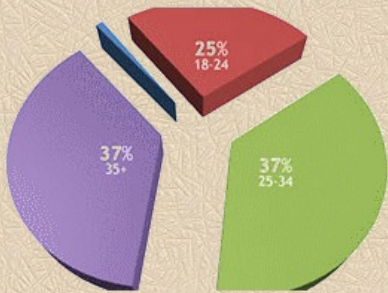
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## Average Internet User Spends 68 Hours Per Month Online



The Nielsen Company issued a report on the top U.S. web brands and Internet usage in the U.S. As expected, Google is the #1 web brand based on unique audience. The statistic that really jumped out for us, however, was that in September 2009, the average U.S. Internet user spent an estimated 68 hours online (both at home and at work).

Although that still trails television usage by a significant margin, it's clear that the Internet is carving out a greater and greater role in our lives each month.

In addition to spending an average of 68 hours online, the average user visits nearly 2700 websites and averages 57 seconds per site.

<http://mashable.com/2009/10/14/net-usage-nielsen/>

## Black Friday - My Favorite Day

Hate waiting until Thanksgiving Day after a big meal to sit and spread out the sales ads to see where you will be sitting at 4 am the next morning for the big deals. No longer! Just go to this website. Ads are constantly being added so check back often or sign up for eblasts.



## Free or Low Cost Services

As a Virtual Assistant it's crucial that I do all I can to keep up on the newest, latest and greatest technology out there so I can service my clients in the best possible manner. These are just a few of the tools that I use that I have found to be a life saver in my business. For the list of services written by Michelle Mangan go to:

[www.thevirtualasst.com/small-business-ideas/12-of-the-best-free-or-very-low-cost-services-for-managing-your-business/](http://www.thevirtualasst.com/small-business-ideas/12-of-the-best-free-or-very-low-cost-services-for-managing-your-business/)

## Customer Service & The VA

Customer service is a powerful differentiator that can set a virtual assistant apart from her competitors. This translates directly into more new clients, more work from existing clients and ability to charge higher professional rates. And yet for all its potential benefits, some virtual assistants believe that simply being polite, professional, and accommodating is enough. In other words, they seem to confuse customer service with "being nice". Read more of Denise Griffiths' article at:

<http://ezinearticles.com/?Why-Great-Customer-Service-is-SO-Critical-For-a-Virtual-Assistant&id=2761053>

## 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](http://www.leesplace.org).

Interested in buying their cookbook(s)? Email [brenda@leesplace.org](mailto: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!

## Virtual Assistance and the Solo Entrepreneur

Solo entrepreneurs can purchase a small quantity of time, and what that means is that it's more affordable. They can start out at ten hours a month, twenty hours a month, and that makes the price point very low. People get focused on the hourly rate, but if you actually look at the cost over the course of a month, there's no possible way they can find someone willing to work ten hours a month, so the monthly cost is much less expensive. Read more of Brian Gladu of LongerDays.Com article at:

<http://www.upstartsmart.com/magazine/virtual-assistance-and-the-solo-entrepreneur.html>

## Twitter Tweets



Three weeks ago I was talking to a friend about needing to learn Twitter.

I had signed up a month or so before that but never did anything with the account. I

decided it was time to dust it off and see what Twitter was all about. I was used to Facebook but this was totally different. Surprisingly, I found that I really enjoyed Twitter. It is fast paced and great for people that just have a few minutes to jot a note to someone ("tweet") or advertise something. My friend gets tickled at me when I let her know how many followers I have (at last count almost 200) because it is far below what most people have accumulated. It is very interesting to see who is following me and where they are from and what business they are in. So, when you get a chance to check out Twitter, look me up.

*Deleen*