



THE V-EDITION

AUGUST 2016

GET SOCIAL WITH US



Goodbye Winter!

Join VCSO to celebrate the end of Winter and welcome Spring!

DATE | 31ST August

TIME | 5:00PM

RSVP | 24TH August

LEVEL 35, 600 Bourke Place

VCSO'S PROMOTION OF THE MONTH

Portray a professional appearance in times of growth and/or change.

Providing you with State of the Art Facilities and a receptionist to answer and handle all your calls while you focus on the bigger picture!

Our Services:

- Call Answering
- Receptionist Services
- Calendar Management
- Virtual Address and Mail Handling
- Plus More!



**ENSURE
YOUR
BUSINESS
THRIVES
FROM
ANYWHERE
IN THE
WORLD!**

Get Started today on a **1 month free trial** on any of our Virtual Office Packages. **Obligation Free!**

Don't Miss Out!

Offer Valid until 31ST August, 2016

Call us on: 1300 788 292

*Conditions Apply



It is a rare person among us who doesn't feel the need to get more organized and to have his/her time better managed.

Even if you consider yourself fairly organized, there will always be times when you can get a little lax about your organizational rules or you are overloaded with things to do.

Why not use a simple "4 D" formula for time management! **Do. Delegate. Delay. Drop.**

Do: Write down the 3 most important tasks, do one thing at a time, do it now!

Dropping: The easiest way to gain more time is to not do something that isn't extremely important in the first place. How many things do you think you have to do that you could actually drop without really changing anything? Once you've figured out what those are, drop them. Get them off your list and get them out of your head. Think of one thing right now that you can drop completely. Doesn't that feel better? You've just got the gift of time.

Delaying: There are some things that feel more urgent or important than they actually are until you compare them to your actual goals. What can you delay, perhaps indefinitely, that will free up time now to do more important things?

Delegating: There is a rule in economics called "comparative economic advantage." It simply means that if you generate \$100 an hour with your time and you can pay someone else \$25 per hour to take over less important activities, you free yourself to do more \$100 per hour work. That is a good deal! There is a long list of things you can delegate, however the top of the list for everyone is probably handling time consuming calls. It doesn't matter what you are doing, you must always be available to speak with your clients. You also know that if you hire a personal assistant to take care of your calls she/he will not always be available, just think of the lunch breaks, the sick and annual leaves etc. You will need to take time to find the right level of professionalism, and you will have to pay the same amount no matter the load of work that is done... These are probably the main (fair) reasons why you don't have a PA and you keep sacrificing time that you could better invest doing more important things or worse, you lose control of things because you don't have enough time to complete the job.

Did you know that you can hire a **full time Virtual Personal Assistant** for as little as one or 2 coffees a day? A Virtual PA is a highly professional figure that will always respond to your and your clients' needs during business hours, without you having to worry about lunch time, annual/sick leaves, hiring, legal issues and much more... A Virtual PA will always be there for you!

So, is your time worth a coffee?