

Rhonda Holscher  
Owner, CVP

*We are committed to providing thorough and skillful administrative services with the utmost integrity, the highest ethics, and to providing quality services at affordable prices.'*

### Upcoming Events

- Press Release

View RVO's press release at <http://www.free-press-release.com/news-want-real-time-business-solutions-hire-a-certified-virtual-assistant-today-1274898173.htm>

I am looking for a name to this newsletter representing the company logo "RVO" incorporating RVO somehow into the Title. The person who submits the name chosen will be given a nice spotlight in this newsletter and receive a copy of the Social Media Bible by Safko|Brake. All entries are due by January 31, 2011. You may submit as many ideas as you like in your entry. I'm looking forward to ALL of your creative and imaginative ideas! Please be sure to include your email so that I am may contact you if you are selected. Submit all entries to [R.Holscher@RhondasVirtualOffice.com](mailto:R.Holscher@RhondasVirtualOffice.com) with 'Newsletter Title Submission' in the Subject of your email. Thank you in advance for participating!

### A word from Rhonda:

*If you haven't noticed already I really like quotes. There is a lot of wisdom in them. Take this one:*

*"Every time we say, 'Let there be!' in any form, something happens." ~ Stella Terrill Mann*

*If we were to say, "Let there be!" and let our imaginations soar. Well, the sky is the limit. What's holding you back? Let your imagination soar and see where it leads you.*



ISSUE

02

December 2010

# The VA Source

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### Virtual Assistant Resources

If you are a virtual assistant or wish to become one then VirtualAssistantForums.com is an excellent resource to have at your side.

This forum is 100% FREE and offers many great benefits to anyone in the VA industry.

VA's from all around the world come here to learn from and support each other.

There are resources from FREE documents to use for your business to online support from other VA's who have been around for a long time and really know the business to RFP's which is job postings that you can bid on.

Join VAF today at [virtualassistantforums.com](http://virtualassistantforums.com).

## Principles of Time Management

### 1. Planning

Planning is one of the most important time management techniques and using that time to think and plan is time well-spent. If you don't take the time up front for planning, you are, in effect, planning to fail. A plan is like a map. For example, you plan out to the last detail when you want to take a trip. Right? For instance, I get started in the morning and say I'm going to do some advertising, but then I get into a website that looks really interesting and whoops - there goes my time management out the window.

### 2. Organize Yourself

Make sure you can find everything you need when you need it. There are several sites with great information on how to effectively set up your home office. One thing I definitely recommend --- take time to look over your week either Sunday evening or first thing Monday morning with your planner in front of you along with the list of tasks due.

### 3. Set Goals

One thing to remember is that a goal is not a goal unless it is written down and posted where you can see it. Make a habit of sharing your goals with someone else and ask them to hold you accountable.

### 4. Prioritize

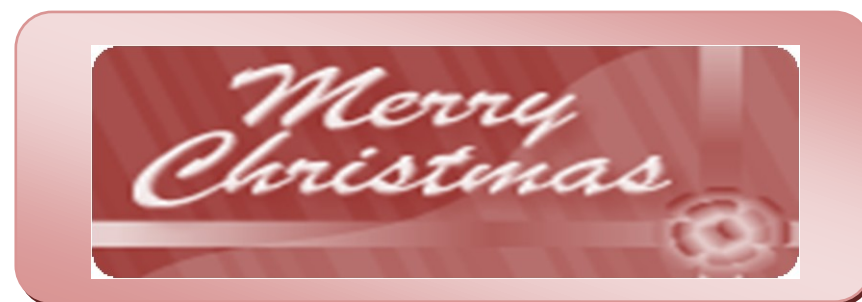
Prioritizing skills are your ability to see what tasks are more important at each moment and give those tasks more attention, energy and time. We all have many things to do, and we never have time or energy to do them all. Many things are left undone, no matter how hard you try.

Prioritizing is a way to solve that frustrating problem. I know that many of you have heard the poem about "there are dirty dishes in my sink, dust bunnies under the bed and they can wait until tomorrow because I'm rocking my baby now". Spend your energy on what is important. Setting appointments and following up.....these are important to a business. Spending time with your family is equally important too. However, reading each and every one of your e-mails in depth as it comes in.....is not a priority.

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### Contributors to this newsletter:



Rhonda's Virtual Office ~ Rhonda Holscher, Owner, CVP

Backroads Business Solutions ~ Dixie Lee, Owner, VBA

Would you like to contribute to this newsletter? Send your information and articles to Rhonda Holscher at [R.Holscher@RhondasVirtualOffice.com](mailto:R.Holscher@RhondasVirtualOffice.com) today!



Rhonda's Virtual Office  
Your Personal Administrative Assistant

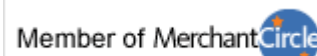
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## SPOTLIGHT

### Principles for Project Management Success

Take some time before beginning a project to properly plan:

Define the scope of your project upfront. What do you want to accomplish? Doing a little preparation can go a long way to ensure project success.

Put into place a system for tracking/reporting project success, such as using Excel to create reports and track your progress against your expected progress. This will help you to keep the project moving on schedule and show you where there is need for improvement.

Create an environment that is team oriented (you may be the project manager and yes all the cards will fall to you should the project fail, but that does not mean that you have to be heavy handed when handling your team).

Send me your tips and ideas of project management success and I will publish them here in our next issue.

R.Holscher@RhondasVirtualOffice.com



### Backroads Business Solutions

"Steering You Through The Curves Of Life"

Dixie Lee  
Virtual Business Associate™  
Backroads Business Solutions

Dixie Lee is the owner of Backroads Business Solutions which offers remote business support to entrepreneurs and owners of small to medium-size businesses. With over 25 years experience providing administrative support and office management to middle and senior level management, Backroads Business Solutions has the skills and professional attitude to meet the needs of businesses worldwide.

When asked what is your goal? Dixie replied, "To bring uncompromised integrity and honesty to our work, and to ensure our Clients that their projects will receive meticulous attention to detail in a confidential and quality manner. At Backroads Business

Solutions we want every Client to feel at ease with handing their projects over to a dedicated, professional, and well trained virtual assistants."

Dixie is a highly qualified and certified Virtual Business Associate which provides many of the services a full-time, on-site, Administrative Assistant or Office Manager typically would but at a fraction of the cost.

Backroads Business Solutions offers a variety of services from Administrative to Bookkeeping to Human Resources.

Dixie says if she does not provide a service she

would consider it an honor to assist you with finding a Virtual Assistant who can, and at Backroads Business Solutions they are always willing to learn something new.

Dixie received her Certified Seal of

"We are dedicated to bringing uncompromising integrity and honesty to our work."

Professionalism and CertifiedVP Business Ethics Seal through [certifiedvp.com](http://certifiedvp.com), is affiliated

with VA Insiders and a member of [VirtualAssistantForums.com](http://VirtualAssistantForums.com).

Please visit Backroads Business Solutions at <http://www.backroadsolutions.com> to learn more about the services that Dixie Lee and her associates have to offer and contact her for your future business needs.

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### Small Business Solutions for your business!

#### Health Insurance

If you are self-employed then likely you are like many in the USA who have no health insurance at all. If you have children and no spouse insurance to cover them then you should really do your research and find resources that could benefit both you and your family.

Some states offer Free Health Insurance with

community programs through Medicaid. Check with your local Family Services office and see if that is an option for you. If you do not qualify for Medicaid programs or it is not offered in your community then here are some other resources you can look at.

Check with your local Chamber of Commerce to see if they can point you in the right direction. They may be able to provide

affordable health care solutions for you.

Another resource is the NASE (National Association for the Self Employed) you can view their website here [www.nase.org](http://www.nase.org) and compare rates and get other resources as well for your small business.

Don't let your Health Care Coverage slip through the cracks. You just may need it someday.

~Rhonda Holscher

### VA's Monthly Tips

#### Q: How does a VA receive my projects and get them back to me?

A: There are many solutions available for sending and receiving your projects from utilizing the postal service to email and FTP servers and drag and drop programs that allow you to share files.

1. Snail Mail such as US Postal Service, FedEx / UPS
2. Email
3. Fax

4. Project Management Programs such as Basecamp / Aceproject
5. File Sharing with drag and drop ease such as Dropbox
6. FTP Servers
7. Online programs that sync with your mail program such as YouSendIt (currently syncs with Outlook) / SendThisFile (both programs allow free sending of one file at a time and are great for sending large files your mail program cannot handle)

### EYE ON IT Current Industry Trends

 Is your business going green? As you are all well aware 'sustainability' or 'going green' is on the rise.

This is definitely a cause worth investigating if you haven't already done so. Follow this link to learn more about sustainability:

<http://smallbiztrends.com/2010/09/4-ways-spruce-up-green-marketing.html>

There are many other great articles here as well.

### SOFTWARE Monthly Picks

Dropbox is a downloadable program in which you can file share with anyone you choose. All you have to do is download the program then drag and drop all files into Dropbox that you wish to share with others, or you can just use it as a back-up for your files. The first 2GB are free and it's only 19.99 for 50 GB. Check out [Dropbox.com](http://Dropbox.com) today for file sharing options for your business.



# Principles of Time Management

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## 5. Use a To Do List

This goes back to number 2: some people thrive using a daily To Do List which they construct either the last thing before going to bed or first thing in the morning. Others may combine a To Do List with a calendar or scheduler. You find what method works best for you. Big tasks that you know you can't complete in a day, need to be broken down into smaller achievable tasks. By finishing these smaller tasks, the big job doesn't seem as big.

## 6. Be Flexible

Time management experts suggest that you allow time for interruptions and distractions. They say you should only plan 50% of your time. This allows you the flexibility to handle interruptions and the unplanned "emergency". How do we accomplish this? When you expect to be interrupted, schedule routine tasks. Save or make larger blocks of time for those priority items. After you've been interrupted and are trying to get back on track, ask yourself "what is the most important thing I can be doing with my time right now?" This should help you get back on track again.

## 7. Consider your Biological Time Clock

This is the time of day when you are at your best. Are you a "morning" person, a "night owl" or a late afternoon "whiz"? Knowing what is your best time and planning to use that time for your priorities is effective time management.

## 8. Do the Right Thing Right

Peter Drucker, a noted management expert says that "doing the right thing right is more important than doing things right? Doing the right thing is effectiveness, doing things right is efficiency. Focus first on effectiveness which means identifying what is the right thing to do. Then concentrate on efficiency...doing it right

## 9. Eliminate the Hot Spots

Hot Spots are tasks which have short term consequences. Work towards reducing the hot spots or urgent items so you have time for the more important priorities. Flagging or highlighting items on your To Do List or attaching a deadline to each item may help keep important items from becoming urgent emergencies or hot spots! Keep an eye on the calendar and To Do List will help you to eliminate those hot spots.

## 10. Practice the Art of Intelligent Neglect

Eliminate from your life those trivial tasks which do not have long-term consequences for you. Can you delegate or eliminate any of your To Do List? Work on those tasks which you alone can do.

## 11. Conquer Procrastination

If you have a problem with procrastination, try this simple technique. Break each job into smaller tasks and do just one of the smaller tasks or set a timer and work on the big task for only 15 minutes. By doing a little at a time, eventually you'll reach a point where you'll want to finish it.

## 12. Learn to say NO!

Focusing on your goals may help. Blocking time for important but often not scheduled priorities such as family and friends can also help. First, you must be convinced that you and your priorities are important. Once convinced of that, saying no to the unimportant in life gets easier.

## 13. REWARD YOURSELF

Even for small successes, celebrate all achievement of goals. Promise yourself a reward for completing each task, or finishing the total job. Then keep your promise to yourself and indulge in your reward. Doing so will help you maintain the necessary balance in life between work and play.



## The true meaning of Christmas: the Christmas Story

Today Christmas is often celebrated with family, friends, and all your loved ones. Over the years we have brought in Santa Claus, Christmas trees and the exchange of presents. Christmas however is not about Santa Claus, Christmas trees, and presents. Christmas is about celebrating the birth of Jesus Christ. Today we have commercialized Christmas so much that the true reason for Christmas is often forgotten.

This year let's remember the true reason for Christmas and teach our children the story of Jesus' birth by telling them the Christmas Story as it is told in the Book of the Matthew from the Bible.

### Matthew 1

18) Now the birth of Jesus Christ was on this wise: When as his mother Mary was espoused to Joseph, before they came together, she was found with child of the Holy Ghost.

19) Then Joseph her husband, being a just man, and not willing to make her a publick example, was minded to put her away privily.

20) But while he thought on these things, behold, the angel of the Lord appeared unto him in a dream, saying, Joseph, thou son of David, fear not to take unto thee Mary thy wife for that which is conceived in her is of the Holy Ghost.

21) And she shall bring forth a son, and thou shalt call his name JESUS: for he shall save his people from their sins.

22) Now all this was done, that it might be fulfilled which was spoken of the Lord by the prophet saying;

23) Behold, a virgin shall be with child, and shall bring forth a son, and they shall call his name Emmanuel, which being interpreted is, God with us.

24) Then Joseph being raised from sleep did as the angel of the Lord had bidden him, and took unto him his wife.

25) And knew her not till she had brought forth her firstborn son: and he called his name JESUS.

To learn more about the story of Jesus Christ and the true meaning of Christmas please read the Book of Matthew chapters 1 and 2.

### The Comfort Zone

Anonymous

I used to have a comfort zone where I knew I wouldn't fail, The same four walls of busy work were really more like a jail

I longed so much to do things I'd never done before, But I stayed inside my comfort zone and paced the same old floor

I said it didn't matter that I wasn't doing much, I said I didn't care for things like diamonds or furs and such

I claimed to be so busy with the things inside my zone, But deep inside I longed for something special of my own

I couldn't let life go by just watching others win, I held my breath and stepped outside to let the change begin

I took a step and with new strength I'd never felt before, I kissed my comfort zone good bye and closed and locked the door

If you are in a comfort zone afraid to venture out, Remember that all winners were at one time filled with doubt

A step or two and words of praise can make your dreams come true, Greet you future with a smile, Success is there for you!