

NEW YEAR

NEW DECADE

NEW WAYS OF  
WORKING

# Sec's Life

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## Top 10 Admin Tips for 2010!

January is traditionally the month to reflect on the year ahead and is the perfect time to put new processes into place!

**01** concentrate on your **CORE BUSINESS** during office hours; leave your admin until the end of the day, or even evenings and weekends

**02 CONCERTINA FILES** are invaluable. create a section for each month of the year and place filing in the relevant section. empty the file on a monthly basis rather than doing filing on a daily or even weekly basis. if you need to find something in the interim, you know where to find it. .

**03 COLOUR CODING.** this works on files, folders, spreadsheets and even in Outlook calendar! give each product, category or client a different colour, so it is easily visible.

**04** work towards a **PAPERLESS OFFICE** – it's better for the environment and you'll stop yourself drowning in a sea of paper. transfer information

from business cards to MS Outlook or a database. scan documents into your PC and dispose of hard copies. save confirmations and receipts as PDFs.



*Drowning in a sea of paper? Move to a paperless office!*

**05 PRIORITISE** on a daily basis. spend 10-15 minutes at the beginning of every day reviewing what needs to be done and set yourself a task list in order of priority. if additional work arises during the day, revisit your list and slot the new task into the list.

**06 PC HOUSEKEEPING.** create a folder for each of your clients, products or categories and sub-folders within each for correspondence, reports, presentations etc. you will then



know where to save documents and more importantly, where to find them!

**07** make use of **FAVOURITES** in Internet Explorer. create category folders and add useful websites to the relevant folders as you find them. this will save you trawling file history or 'googling' madly to find that 'great site' again

**08** set aside some time each day to respond to **EMAILS** rather than responding as and when they come in. this way, you can focus on the current task, rather than getting distracted by emails.

**09 FLAG** emails in your Inbox, especially when there is action to be taken. then you won't forget to do what has been requested. you can also put a date reminder and deadline on the flag

**10** if this seems too complicated, email [admin@thecybersec.co.uk](mailto:admin@thecybersec.co.uk) for a no-obligation meeting to explore how **the cyber sec** can relieve you of your admin tasks and assist you with your projects for 2010.

## Cyber Mailshot Packages.....

Mailshots are a great way to reach your target audience. The Cyber Sec is delighted to offer 3 inclusive packages for your mailshot requirements:

◆ **Cyber Shot** is a postal mailshot package for up to 500 mailings. The price of £500 includes stationery, postage and printing.

◆ **e-Cyber Shot** is a package for email campaigns of up to 1000 personalised and individual emails. The price of £200 includes logging of unsubscribes and bouncebacks on your database.

◆ **Data Sourcing** including assistance with determining criteria, for only £25!

## VALENTINE'S OFFER

The Cyber Sec is delighted to offer you an **ANONYMOUS** service for the most romantic day of the year.

£5 for a contemporary card handwritten with your message and posted with a London WC1 postmark (posted 1st class on 11February)

Simply email before 5February [valentines@thecybersec.co.uk](mailto:valentines@thecybersec.co.uk) with name and address of recipient and your message... the cyber sec will do the rest!