



# PA ON THE WAY



## "Serviced Office Clients "

Unbelievable! It have been already 6 months since we have been welcoming our clients in our new office, which is located in the heart of the business centre of North Sydney. Each of our day's are full of excitement and challenges. We grow in our own business and we help our clients to grow. In addition to our in office clients which includes our hotdesk clients our virtual client numbers are again on the growth path. Our clients vary in industry and years in business. We are proud of the way we assist our clients to grow and how we take the tasks off their desk that they are to busy to do or are simply not interested in doing.

Inspite of getting extremely busy we are receiving more and more positive comments and feedbacks from our in office clients, virtual clients and hot desk clients.

We understand that today's businesses need every advantage they can get. Motivating and rewarding clients has never been more crucial.

**PA on the  
Way**

is now on

**Facebook**

<http://www.facebook.com/home.php?ref=home#/profile.php?id=10000064085252&ref=profile>

and

**LinkedIn.com**

<http://www.linkedin.com/pub/sarah-o-reilly/6/523/480>

Let's connect and meet some of our other contacts in CyberSpace

## Question and Answers

We are quite often asked questions from our clients and also my database so I thought I would open the area up to everyone. So if you have an administration challenge and you would like to get our answer send the team an email and we can publish it in the next newsletter.

[reception@paontheway.com.au](mailto:reception@paontheway.com.au)

**Are you ready for the new  
Financial Year?**

With our new and enhanced product portfolio, you're sure to get a whole lot more out of our services for a whole lot less. Call now and book support in one of the following area's: Bookkeeping Health Check, copy typing, meeting room hire, hotdesk hire, review of your procedures manual and we will give you \$500.00 towards your invoice. This incredible offer valid till 5th August, 2009.

Book your meetings at PA on the Way Office.

So, why should you meet at PA on the Way?

If you want your meeting to be a success, your clients will be treated with respect and in a professional manner and this makes you look good in the process.

PA on the Way can help by providing:

Professional meeting planning - we'll take care of the details;

Online calendar booking - we'll schedule and follow up your appointments;

Inspiring Offices and Hot Desks - individual phone lines, online fax, high-speed internet, transcription services and more.

The right approach, attitude and application...

Three great reasons to select PA on the Way!

Please, contact me on [sarah@paontheway.com.au](mailto:sarah@paontheway.com.au) and I will be happy to discuss your requirements. We look forward to supporting your business.

Kind regards

Sarah O'Reilly  
Director  
[www.paontheway.com.au](http://www.paontheway.com.au)  
1300 660 895

Meet one of our clients

### Step 1.

Organise your paperwork, invoices, Bank Statements, Credit Card Statements so you are ready for your bookkeeper to start the new year.

### Step 2.

Have you spoken to your Accountant to finalise this year's tax? Have you clarified with your Accountant that what was completed for the last Financial Year is how they would like it.

By communicating with your Accountant early in the new financial year it will essentially save your business time, money and make your accountant happy.

### *Our Charity Networking Function*

Raising funds for Dads in Distress Help Line

### Networking 4 Charities

*presents*

**Date:** 19th August

#### **Networking Function**

**Time:** 5.30pm to 8.00pm

**Venue:** 73 Dickson Ave, Artarmon

**Evening Ticket Price:** \$55.00 when purchased via PayPal  
\$50.00 when payment through bank account  
[www.networkingforcharities.com.au](http://www.networkingforcharities.com.au)

### Welcome to Continuity One



C1 is a fast-growing, dynamic and progressive Information Communications Technology (ICT) recruitment company.

Hi Guys,

I am Sean Kirsten, the owner of Transformation. Transformation is a health and wellness company.

In February 09 I decided to move from my home office into PA on the Way's serviced office facility based at North Sydney. When I started with PA on the Way my business was working well in the practice area (what I do best) but the administrations was a not really working.

Just making the move from the home office to my own office has provided me with structure in my day, people to meet and talk to (Sarah is always introducing me to people that I would not necessarily know). Since making the move from my home office environment my practices has grown by 20%.

With the great help form Sarah and her team I am now able to do the jobs I am good at like getting this great nation of ours back on the health track and the back office keeps ticking over while I am away. My phones are answered in my business name and my clients are known and looked after as if they are the clients of PA on the Way.

I strongly recommend Sarah O'Reilly and PA on the Way they make it all happen.

**Sean Kirsten**

Transformation

Phone: 02 8999 1009

[sean@transformationjp.com.au](mailto:sean@transformationjp.com.au)

Dealing with a wide range of vertical markets. They pride themselves on being IT and Executive Recruitment Specialists.

Whether it's a Senior Appointment or a Graduate placement, C1's team are committed to Recruiting the very best ICT staff from all over the globe.

With experienced IT & T recruitment professionals we provide an individual experience to both clients and candidates that gets results.

To learn more about ContinuityOne, or for further details, please contact Ian Bullimore on; Ph - 02 9894 7311

## Networking Options

### Ryde Business Forum

First Monday of the month

[rbfevents@rydebusiness.com.au](mailto:rbfevents@rydebusiness.com.au)

### Parramatta Chamber of Commerce

First Tuesday of the month

[lorraine@parramattachamber.com.au](mailto:lorraine@parramattachamber.com.au)

### Olympic City Referral Group

every 2nd Thursday from 02.06.09

[philip@scax.com.au](mailto:philip@scax.com.au)

**BRG** every 2nd Tuesday from 07.06.09

Carolyn Kay on

1800 058 567

**ESN** every Wednesday

Julie Hulsman on

9360 9193

## The Glass is always half full

There is a good side to every situation.

View your problems as opportunities.

You cannot have the successes without the failures.

Any experience can be transformed into something of value.

Everything depends on the way you look at things.

What are stumbling blocks and defeat before you can be stepping stones to

victory if you remain determined.

In all of your adversities lies the seeds of equivalent advantages.

In every defeat there is a lesson showing you how to win the next time.

When it's dark enough you can see the stars.

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Max Steingart

## Microsoft Word short cut keys

**Ctrl + K** = Insert link

**Ctrl + U** = Underline highlighted selection

**Ctrl + Y** = Redo the last action performed

**Ctrl + Z** = Undo last action

**Ctrl + L** = Aligns the line or selected text to the left of the screen

**Ctrl + E** = aligns the line or selected text to the centre of the screen

**Ctrl + R** = aligns the line or selected text to the right of the screen

**Ctrl + M** = Indent the paragraph

## Recommended

Within the last few weeks, Sarah has received several emails of suggested reading material that stimulates self-development growth. With this passion of self development, Sarah would like to share this material with PA on the Way's contact

Recommended by

**Jo Hanlon**  
**EdwardsonHanlon**

**Tibetan Book of Living and Dying**  
*Authur: Sogyal Rinpoche*

**Children's Past Lives**

*Authur: Carol Bowman*

**Victoria Kasunic  
Clinical Psychologist**

**The Power of Now**

Authur: Eckhart Tolle

**Deborah Beers  
Kinesiologist**

**Great listening**

[http://www.nlpmp3.com/nlpmp3\\_paul\\_mckenna\\_hypnotist\\_interview.aspx](http://www.nlpmp3.com/nlpmp3_paul_mckenna_hypnotist_interview.aspx)

Feel free to send through your suggestions to:

[reception@paontheway.com.au](mailto:reception@paontheway.com.au)

**PA on the Way**



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