



PA ON THE WAY



"Come and try us out"

Welcome to August. Here we are 3/4 of the way through the year and when I look back I am so excited about what we have achieved.

Do you know what you have achieved so far this year? Where are you on your list of goals for the year?

This time last year we were a home based service provider with the passion to make a difference to our clients business. I have said on so many occasions what a difference a street address can do for your business.

We now have this fantastic street address and the business is rolling in. What would this street address do for your business!

A few questions for you to answer:

- Do you want a complete professional support service for your business?
- Do you want to remove the stress of staff and know that your tasks will be complete no matter what.
- Do your staff need the support so they don't burn out and can rely on support when they require ?
- Do you need to save on office space?
- Does your business deserve a prestigious street address?
- Is your current lease up for renewal?
- Do you need to expand for a small team for a short

PA on the Way

is now on

Facebook

<http://profile.to/paontheway/>

and

LinkedIn

<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

Q: How do I import my contacts into Outlook?

A:

Step 1: Open Contacts

Step 2: File Import

Step 3: Import from another Program or file

Step 4: Choose Comma Separated Values .csv (Windows)

Step 5: Browse to find the appropriate file, choice the appopriate options

Step 6: Choose Contacts and hit next

Step 7: Confirm the destination

Step 8: Click finish

period of time?

- Do you need PA support but not on a full time basis?

Ask us how you can have the administrative support you want and only pay for what you use!

Please, contact us on reception@paontheway.com.au and we will be happy to discuss your requirements. We look forward to supporting your business.

Sarah O'Reilly

Director

www.paontheway.com.au

1300 660 895

Meet one of our clients

I have been using the Serviced Office space and Reception service with PA on the Way for the last 7 months for my psychology practice.

During that time I have been impressed with their professionalism and commitment to my business and the respect and courtesy extended to my clients.

Sarah takes a genuine interest in the needs and future growth of her clients and offers support and advice above and beyond the standard service provided by others.

If you are looking for a professional yet collegial environment in which to base yourself with as much or as little administration support as you want, consider PA on the Way.

Victoria Kasunic

Clinical Psychologist

Phone: 02 8999 1008

vkasunic@bigpond.com



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

Other Networking Functions

Ryde Business Forum

First Monday of the Month

Contact Sabrina on

rbfevents@rydebusiness.com.au

Parramatta Chamber of Commerce

First Tuesday of the month

Please, contact Lorraine Baker

lorraine@parramattachamber.com.au

BRG every 2nd Tuesday from 04.8.09

Please, contact Carolyn Kay on 1800 058 567

ESN every Wednesday

Please, contact Julie Hulsman on 9360 9193

Deborah Beers



I wanted to introduce you to a lady who has changed my life. She could change yours as well.

Do you suffer from any of the

Recommended Reading and Listening:

Here are a few more books for you to review at your leisure:

Recommended by **Natasha Misoni - PA on the Way**

The Celestine Prophecy

Author: James Redfield

Recommended by **Victoria Kasunic - Clinical Psychologist**

Eat, Pray, Love

Author: Elizabeth Gilbert

Recommended by **Yesim Soyak - My Marketing Mentor**

BuzzMarketing

Author: Mark Hughes

If you would like to share your knowledge and love of a book to our readers please send your suggestion to: reception@paontheway.com.au

Generation Y - Shortcut Typing Lesson ...

By our resident Gen Y - **Natasha Misoni**

Have you wondered what is being said when you see the below letters? I sit here and shake my head and feel way older than I am as Natasha sits here and giggles at me. So I thought I would let you all in on the secret if you don't already know.

BRB - Be right back

L8A - Later

CMON - Come on

MAYB - Maybe

PLS - Please

Some1 - Someone

Y? - Why

U - You

R - Are

UR - Your

ND - And

4 Xmpl

following:

Are you feeling Stressed, depress or unmotivated?

Do you want to look at your Life differently?

Are you sleeping badly or worrying a lot?

Are you experiencing relationship problems or difficulty at work?

I am not the only one that is seeing Deborah and thanks her for the peace that is now in our lives.

Deborah has removed the fears from my 8 year old's life and she is much calmer in herself.

Give Deborah a call and book your appointment:

0408 600 410 or visit her website to learn more:

www.deborahbeers.com

You have to think BIG to be BIG

High achievement always takes place in the framework of high expectation.

You'll always hit what you aim for in the long run. So why not aim high?

Have the courage to follow your dreams. It's the first step towards attaining your destiny.

If you can dream it, you can do it. If you don't have a dream, how are you going to make it come true? The empire of your future resides in your mind.

Big thinking precedes big achievement.

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Max Steingart

Tax Tip 1 from

1. Hi Sue, Would you be able to come over later please?

Gen Y - Hi Sue, Would u be able 2 come ovr l8a pls?

2. Jess! Luke is finally my boyfriend! You really are my best friend forever, thank you for all your help! We should all meet up later and go out!

Gen Y - Jess! Luke is finally my bf! U really r my bff, thanku for all ur help! We should all meet up l8a nd go out!

Woinarski & Co

When our Clients purchase a rental property, we strongly encourage them to provide us with full details of the cost of the property for our permanent records.

The costs include Property Costs, Stamp Duty, Legal expenses etc. We keep these details in our files so when the proper is eventually sold, we have sufficient records to calculate Capital Gains/Losses. Often Clients don't keep these records for a long period of time.

Financial Security

Is your financial requirements secured for the next Financial Year?

Do you have a good Accountant and Bookkeeper?

If not then ask us about our relationship with **Denis Hamill from Woinarski & Co.**

Woinarski was established in 1931 and the members of the Woinarski team are committed to satisfying their clients' needs and understanding their business aims; goals and contributing towards their success. The Woinarski team continually undergoes professional development to ensure that the Practice remains at the forefront with taxation advice and Financial Planning.

www.woinarski.com.au or call Woinarski and Co on 02 8925 7125

Have you met **Ana Martin from PA on the Way.**

I received one of the best phone calls from a client who said **"You need to go and buy the biggest gold star for the work that Ana did on her last visit, she was fast, efficient and professional and achieved much more than I anticipated"**. This client was so thrilled. It shows that with the right Bookkeeper and Accountant life in the Financial world is a little easier. When your bookkeeper and accountant work well together life is simple.

Click here to learn more about [Ana Martin](#)

There is yet another level of financial security that you can add. I have recently met **Vicki Elder from Ivy Business Consulting** who is the ideal person for any business to join the dots between your accountant and the bookkeeper. Ivy Business Consulting can fill that gap that

sometimes exists in small to medium enterprises which require additional skills on a less than full time basis.

Do you require strategic guidance of a Financial Controller, Human Resource Manager or General Operations Management.

www.ivybusinessconsulting.com.au or call Vicki on 02 8206 9702

Twitter Tips

by Yesim Soyak - www.mymarketingmentor.com.au

Use the right keywords in your biography to attract interest from potential customers.

Tweet on things that position you as an "expert" in your field.

It's a relationship tool, not a sales tool!

Make sure your "Twitter Strategy" ties in with your overall Marketing Plan.

Don't tweet just for the sake of it. Have something interesting to share.

Follow 1 person who has something lighthearted/funny to say.

We all need a little fun in our lives.

Yesim will be running a 2 hour workshop on Friday, 25th September on "Twitter Basics for Beginners". Bring your laptop and set up an account there and then.

If you are interested please send us your details to

reception@paontheway.com.au

Spaces are limited to 14 people

PA on the Way



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