VIRTUAL TIDBITS

Volume 10, Issue 3

May/June 2008

Business Building E-Booklets

* NEW - How to Set-Up & Start Your First Blog
* Easy to Understand and Implement Search Engine Optimization Techniques
* Tips for Responding to RFPs (best seller)
* Tips for a Successful Trade Show
* Plus many more!

Visit www.docutype.net/ business_ebooks.htm

Editor's Notes:

Welcome to the latest issue of Virtual TidBits for 2008.

I love this time of year! We are finally getting a half decent amount of sunshine and the temperatures are pretty good as well (although, they dropped last week and we even had snow on Monday morning...arghh). All the buds on the trees seem to be sprouting and it is nice to see my neighbours again (everyone has been hibernating for the past 5 or 6 months).

If you haven't already registered for the Online International Virtual Assistant's Convention May 16-18, DO IT NOW! at www.OIVAC.com. There are 38 seminars happening, giveaways from VAs around the world, and tons of other great opportunities, including the IVAD event on May 16.

As the chair of the International Virtual Assistant's Day (IVAD) event, I am looking forward to this event and hope to see you all attend. **It isn't just for VAs... it is for all small business professionals.**

See you at the convention and have a great couple of months!

Sincerely,

Janice D. Byer, CCVA, MVA

Docu-Type Administrative & Web Services
http://www.docutype.net ~ http://www.docutype.org
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Newsletter Archives on CD
Over 100 articles & 500 links, tips & resources.
www.docutype.net/news.htm

PS: **Also, I have a big announcement on Page 2. Be sure to read about it!**

What's New?

Remember last month I told you that I was itching to tell you about something new but it wasn't quite ready yet? Well... we just about ready to introduce it to the world but you are getting the first look at...
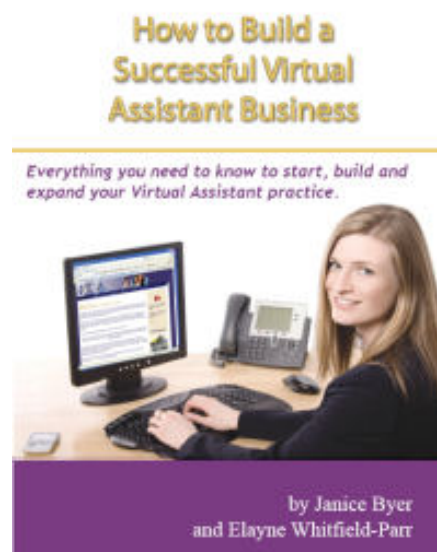
Our NEW Book

How to Build A Successful Virtual Assistant Business

That's right... I, along with my partner in CVAC, Elayne Whitfield-Parr, have written a book to help VAs in all stages of running their VA business.

I am happy to reveal not only the book but also our website. (Keep in mind that we still need to do a final proofing of the book but it is pretty much complete as it is right now and I really wanted to share it with you.)

http://www.howtobuilda virtualassistantbusiness.com

See my Spotlight section below for more information about this new book or, to order right away, visit our storefront at http://stores.lulu.com/ cvacpublishing

How to Build a Successful Virtual Assistant Business

Everything you need to know to start, build and expand your Virtual Assistant practice.

by Janice Byer and Elayne Whitfield-Parr

Spotlight - How to Build a Successful Virtual Assistant Business

How to Build a Successful Virtual Assistant Business is the perfect resource for anyone interested in starting or building their own Virtual Assistant practice.

It helps you every step of the way...

♦   from choosing the right name for your business...
♦   to determining your rates...
♦   to marketing your services...
♦   and even helps you when it comes time to expand your business...
♦   plus so much more!

200+ pages, this book takes critical information needed to turn your desire to start your own Virtual Assistant business into a profitable endeavor that are guaranteed to bring success... including

♦   dozens of sample letters, contracts and other documents;
♦   an extensive list of helpful websites and software; and
♦   input from VAs in all stages of business ownership

The extensive information included comes to you from the founders of the Canadian Virtual Assistant Connection who have a passion for seeing the Virtual Assistant industry, and every individual VA, become a household name. Each is also the owner of a successful VA business that started with just one client who took a chance on them, and now they have clients all over the world.

Everything you need to know to start, run and expand your virtual assistant practice

http://www.howtobuildavirtualassistantbusiness.com

Business Building Ebooks

- **NEW** - **How to Set-Up & Start Your First Blog**
- Easy to Understand & Implement Search Optimization Techniques
- How to Respond to Requests for Proposals
- 25 Cost Effective Marketing Strategies (Plus 10 Tips to Make Them Successful)
- Step-By-Step: Hiring a Web Designer
- Tips for a Successful Trade Show
- Tips for Successful Networking
- Tips to Keep Your Computer Clean and Running Smoothly

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Surfin' The Net - Docu-Type's Virtual Collection of Links

Being a virtual company, I have spent many, many hours on the Internet since opening my company. During that time, I have saved quite a lot of links to sites I have been to many times; have been referred to by others; or just looked like I might need them some-time in the future.

As a way of saying thank you to my clients, contacts, associates, and the business community as a whole, I have managed to go through all of those links in my Favourites (IE) listing (wow... that was a fun job, let me tell you :-) and have compiled them into categories here just for you.
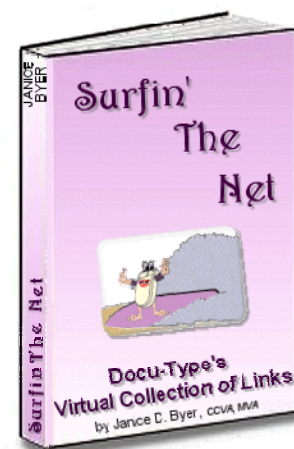
This Ebook is a compilation of the secret weapons of our success and is a must for all small business professionals!

Also included in this ebook are some of my articles. For many years I have been writing articles that have been published in many online and print publications. I wrote these articles from my experience... they are "been there, done that" articles on a variety of subjects. I wrote them to help others so what better content to include in Surfin The Net?

And… we are even throwing in a **FREE Bonus Ebook** -
Organizing Tips Submitted by Experienced Virtual Assistants.

Find out more and order your copy at
http://www.docutype.net/SurfinTheNet/linksebook.htm

A Little Bit of Fun - 60 Minutes Correspondent Andy Rooney (CBS)

As I grow in age, I value women over 40 most of all. Here are just a few reasons why:

A woman over 40 will never wake you in the middle of the night and ask, "What are you thinking?" She doesn't care what you think.

If a woman over 40 doesn't want to watch the game, she doesn't sit around whining about it. She does something she wants to do, and it's usually more interesting.

Women over 40 are dignified. They seldom have a screaming match with you at the opera or in the middle of an expensive restaurant. Of course, if you deserve it, they won't hesitate to shoot you if they think they can get away with it.

Older women are generous with praise, often undeserved. They know what it's like to be unappreciated.

Women get psychic as they age. You never have to confess your sins to a woman over 40. Once you get past a wrinkle or two, a woman over 40 is far sexier than her younger counterpart and easier to get into the sack.

Older women are forthright and honest. They'll tell you right off if you are a jerk if you are acting like one. You don't ever have to wonder where you stand with her!

Yes, we praise women over 40 for a multitude of reasons. Unfortunately, it's not reciprocal. For every stunning, smart, well-coiffed, hot woman over 40, there is a bald, paunchy relic in yellow pants making a fool of himself with some 22-year old waitress.

Ladies, I apologize. For all those men who say, "Why buy the cow when you can get the milk for free?", here's an update for you. Nowadays 80% of women are against marriage. Why? Because women realize it's not worth buying an entire pig just to get a little sausage!

Andy Rooney is a really smart guy!

Docu-Type Web Hosting - www.docutype.org

LITE	SILVER	DIAMOND
Do you have a small website? Only need up to **50 mb of space & 5 email addresses** Then the Lite Plan is right for you. **Starting at $9.00 CDN/US per month**	If you have something larger in mind.. perhaps **200 mb of space & 10 email addresses** Then the Silver Plan will fit the bill. **Starting at $25. 00 CDN/US per month**	However, if you plan to have an even larger, more complex site, **500 mb of space & 50 email addresses** Then the Platinum Plan can't be beat. **Starting at $41.00 CDN/US per month**

Plus other plans to suit your needs

Dates to Remember (for May/June 2008)

May:
11th - Mother's Day
16th - Int'l Virtual Assistants Day
19th - Victoria Day (Canada)
26th - Memorial Day (USA)

June:
5th - World Environment Day (Aust.)
15th - Father's Day
21st - Summer Begins
26th - Int'l Day - Support Victims of Torture

(These dates come from a variety of online resources and are correct, to the best of my knowledge)

Cool Links

Just some of the links in **How to Build a Successful Virtual Assistant Business....**

Office Suites
Microsoft Office - http://office.microsoft.com/
Open Office - http://www.openoffice.org/
Star Office - http://sun.com/staroffice
Corel Wordperfect Office - http://www.corel.com/servlet/Satellite/ca/en/Product/1152105038419
Google Apps - https://www.google.com/a/

Time Management
Trax Time – http://www.spudcity.com
Easy Time Tracking – http://www.easytimetracking.com
Time Stamp – http://www.syntap.com

Collaboration
Microsoft Communicator - http://office.microsoft.com/en-us/communicator/FX101729051033.aspx
Microsoft Groove - http://office.microsoft.com/en-us/groove/FX100487641033.aspx
Google Apps - https://www.google.com/a/
BackPack - http://www.backpackit.com/

Broadcasting
32bit Broadcaster – http://www.electrasoft.com
MailsBroadcast - http://www.mailsbroadcast.com/download.ecrm.freeware.htm
Emma - http://www.myemma.com/

Learning/Course Management Software
Element K – http://www.elementk.com
Moodle – http://www.moodle.org

More can be found at http://www.howtobuildavirtualassistantbusiness.com

Introducing VAs to Savvy Business Owners

The Virtual Assistant Industry is growing by leaps and bounds. Thousands of virtual assistants worldwide provide services ranging from Realtor® support, administrative operations management and transcription to Web site services, on and offline marketing and event planning. One reason for the growth in this exciting industry is the economy and the threat of recession. Another is because savvy business owners understand the value and advantages gained over their competition by working with dedicated, experienced, professional assistants focused on their business growth and development. Virtual assistants save entrepreneurs' time, money and sanity, and allow them to concentrate on income-producing responsibilities that fuel their passion.

The Alliance for Virtual Businesses (A4VB) and the Online International Virtual Assistant Convention (OIVAC) invite you to attend the first Internet-based *Introducing the Virtual Assistant Industry to Savvy Business Owners* series. These complimentary sessions occur during the annual industry online convention, Thursday, May 15 through Saturday, 17, 2008 (US).

The agenda will include a short presentation, followed by a roundtable discussion led by veteran VA industry experts eager to answer your questions. Attendees can learn how to select the right VA, tasks VAs can perform, etc., ask niche-specific questions, and much, much more. If you ever considered working with a VA or are curious about exploring the potential, be sure to attend.

The virtual assistant industry is growing enormously because smart business owners are quickly realizing the advantages and savings of outsourcing to a VA. Select the session that best fits your schedule:

* **Session 1** – Thursday, May 15, 2008, 1 p.m. – 1:45 p.m. EDT
* **Session 2** – Friday, May 16, 2008, 8:30 a.m. – 9:30 a.m. EDT
* **Session 3** – Friday, May 16, 2008, 3:00 p.m. – 3:45 p.m. EDT

To learn more about this exciting, one-of-a-kind activity and to reserve your complimentary seat at one of the three (3) *Introducing the Virtual Assistant Industry to "Savvy" Business Owners* sessions, visit OIVAC. Attend from the comfort of your home or office; via computer and headset mic. Mark your calendar for this informative event. We look forward to seeing you.

Please contact info@oivac.com or call 1-410-521-7001 if you have questions!

Virtually,
Sharon Williams, Founder and Chairperson
OIVAC Steering Committee

P.S.   Feel free to invite your associates to this one-of-a-kind event. They will thank you for sharing this smart business decision.

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http://www.oivac.com

Attend Online International Virtual Assistants Convention and Discover How to Take Advantage of New Technology Tools

Third annual OIVAC showcases communication and technology tools virtual assistants can use to enhance business and increase profits.

Baltimore April 29, 2008 ~ "OIVAC has grown by leaps and bounds since it began in 2006. This year's focus, "Pathways to Successful VA Practices: Using Communication & Technology to Enhance Business", concentrates on resources Virtual Assistants use to increase productivity and reduce costs. Not only can we learn from seasoned professionals, we also have the opportunity to network with people from all over the planet," says Laurie Dart, whose company specializes in writing and editing services to individuals and businesses. Dart is a virtual assistant, and she along other virtual professionals working worldwide will gather to learn, network and grow at the third annual Online International Virtual Assistant Convention (OIVAC - http://www.oivac.com) scheduled Thursday, May 15 through Saturday, May 17, 2008.

New technologies have impacted how companies conduct business. By participating in the online convention, VAs access business-building, value-add services clients are demanding today. Technology-related topics include "Working Virtually with the Right Technology", "How to Automate Your Business (or your client's) with Autoresponders", "Using Mambo, Joomla and other Open Source Software in Your Business", "VA Software for Skype", "Offering Podcasting and Audio Services to Your Clients," and much more.

By utilizing skills and software introduced at the convention, Virtual Assistants can assume responsibilities like website maintenance or online marketing, create and mail a monthly newsletter, email marketing campaigns, provide administrative support, conduct market research, etc. "It's clear that small business owners can experience significant savings both in time and money by hiring a technology-savvy virtual assistant", states Sharon Williams, OIVAC Founder.

The 3rd annual Online International Virtual Assistants Convention, (OIVAC) is a web-based event offering educational seminars, workshops, international exhibition and networking opportunities for aspiring and veteran VAs. "It also allows VAs to experience, first hand examples of how effective and efficient communication and use of technology can launch a practice," says Williams. "By attending the convention, participants have access to industry recognized experts, as well as a wealth of knowledge, experiences and information specifically crafted to benefit their businesses. If you have questions, you'll find the answers at OIVAC!" Visit htp://www.oivac.com for registration information.

Registration is open through May 13th. Pricing (all pricing is in US dollars and will be as follows):
1 Session: $25.00
3 Sessions: $60.00
5 Sessions: $100.00
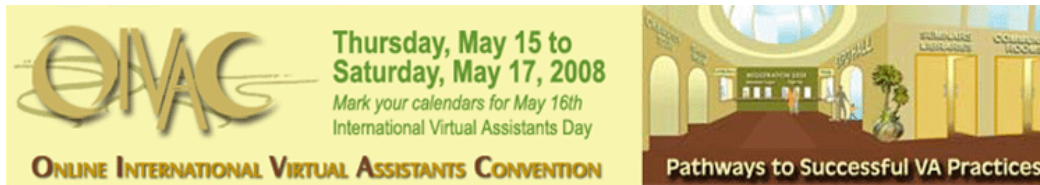3 Day Pass: $350.00
For individuals unable to attend "live" presentations, we will have recordings available for viewing May 21-31, 2008.

More OIVAC Links to Remember

* http://www.oivac.com - The Online International Virtual Assistants Convention. Be sure to enter your email to get convention announcements.

* http://www.oivac.com/vaday.htm - Where you can find out more about the Inaugural International VA Day event and where you can nominate an outstanding VA that you know. **Submission deadline for nominations is March 23, 2008**

* http://www.oivac.com/schedule.htm -

Where you can learn more about the 20+ renowned speakers and sign up to attend one of their seminars.

* http://www.oivac.com/blog/ - Where you can read the abundance of VA and small business related articles and information & submit your own.

* ivad@oivac.com - Send your donations to give to the IVAD award winners and the hundreds of people who will attend the IVAD special event.

* http://www.oivac.com/pressreleases.htm - Where you can get templates for press releases and show your local community that you are involved in this popular event.

* http://www.oivac.com/exhibit-options.htm - Where you can find out more about the exhibit booths, who will be exhibiting and how you can get your own booth.

Don't Miss Out - Deadlines Fast Approaching

Before you know it, the Convention dates will be here. Please take special note of the following:

- **Admission to the IVAD Celebration and Awards presentation** - Free and open to the public. The celebration is scheduled for Friday, May 16, 2008, 5:15 p.m. to 7:00 p.m. EST (New York). See schedule for details.
- **Seminar registration.** Closes Tuesday, May 13, 2008. Please register early to guarantee your seat at these informative "live" sessions.
- **Exhibitor booth.** Order your booth early and showcase your services and products to the VA and small business community. You might meet your perfect client. Orders are accepted on a first come/first serve basis. No orders will be accepted after Friday, May 9, 2008.

- **Business tips and articles.** Submit your tips and articles to the OIVAC blog. They will be included in the official OIVAC free, downloadable e-book to share with your clients and associates. Submit to blog@oivac.com
- **Free Entrance to Expo**. Share the event with your colleagues and associates. Entrance to the expo is free and open to the public.
- **Networking.** All networking events, the VA industry brainstorming workshop, and VA organization sponsor spotlights are free and open to the public. A nominal admittance fee is charged to attend seminars. Visit site for details. Everyone is invited to attend.

http://www.oivac.com

We want to hear from you!

Now I would like to ask for more feedback and details. What do you like about the newsletter and what would like to see changed? Are the fonts good? Do the articles meet your needs? Does the newsletter, on a whole, help you and your business? What would you like to see more of? Etc. Send your comments to

TidBits_Feedback@docutype.net

Now It's Your Turn!
Send us your article ideas, tips, links, and special events!
Email: jbyer@docutype.net