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Legal Connection

KEEPING LEGAL PROFESSIONALS CONNECTED

Do You Have The Time?

Most people don't. Almost everyone I speak with is so busy, so inundated with life or business or _____ (you fill in the blank), they have no time.

If this sounds like you, you need to STOP. Take two big, deep, breathes ...I'll wait. ;) Good! Now that you're focused, you now need to take a few moments to think.

The only way you are going to move away from being someone with no time – no time for yourself, no time for your business, no time for your family, no time for whatever it is that you feel is important - is to actively invest some time and a little bit of effort to improve your situation.

This is where many get stuck. They know they need to do something, but just not what. Easy! Turn to page 3 and read **Get Organized for Business Success**. Truly, the biggest hurdle in getting control over your time is figuring out what you actually do.

Get Organized for Business Success explains how to categorize your tasks based on best possible return on investment. So it's not about getting rid of the things you don't like to do, are not good at or which take up most of your time. This article helps you understand what tasks you should be performing to be successful.

Now, you're focused; you know what tasks you perform and you're getting an idea of which of them you want to delegate. Next step is how?

Here's where the effort comes in. You have to understand that if you're not just a little bit organized, it's going to be a lot harder to delegate.

Being organized is really not that difficult. Figuring out how to get organized is the tough part! Good thing I know Tracey Lawton – because she figured out the how for me and provided step by step instructions in her **Complete Office Organization System**.



Tracey's system has everything you need to whip your filing, rolodex, financials and marketing into shape. From simple spreadsheets and lists, to the catalog numbers of labels you can pick up in any office supply store. Truly, if you follow Tracey's step by step instructions, in only 4 weeks your office and information will be organized and you'll be perfectly situated to efficiently delegate.

Start today and you will not only give yourself the gift of time in 2009, you can save your resolution for something loftier than just getting organized! ;)

To learn more about Tracey and her systems: <http://tinyurl.com/3pom2d>

SMARTER
TECHNOLOGY
Experience
Counts



1-2-3 BACK UP UPDATE

I recently suffered my third hard drive failure in 7 years. It's never a good time to have a computer crash but each time it happens, I learn something new. What I learned this go 'round is that restoring from an on line service takes a LONG time (as in DAYS)!

Given that I need to have access to my stuff asap, I now back up every other night to my Maxtor external hard drive. This way when the inevitable again happens, it will be about an hour before I'm up and running.



5 Essential Elements of Every E-mail

By: *Judith Kallos*

With every e-mail you have the opportunity to communicate with clarity. The onus is on you as the author to ensure that the intent and tone you wish to relay is what comes across to those you e-mail. And, with every e-mail you also run the risk of being misunderstood or giving a less than positive impression by not paying attention to detail.

Remember; in e-mail you lose the benefit of eye-contact, body language, a firm handshake or a smile. By taking the time to create e-mails that have these 5 Essential Elements firmly in place, you ensure your meaning is not detracted from while minimizing possible negative perceptions and misunderstandings.

Every e-mail you write should have these 5 Essential Elements covered:

1. **The From Field:** Your name needs to be displayed properly. John F. Doe. Not john f doe, or john doe, j. doe or no name at all and only your e-mail address. Proper capitalization is very important here. When your name is in all small case you open the door to being perceived a spammer or worse yet – lacking education or tech savvy.
2. **The Subject Line:** A short, sweet and well thought out Subject is crucial and in some cases can help to ensure your e-mail gets opened. Keeping your Subject to 5-7 words that accurately identify the topic and context of your e-mail is imperative. Feel free to modify the Subject field in ongoing conversations to reflect when the direction or topic of the conversation has changed.
3. **The Greeting:** Without a greeting at the beginning of your e-mail you risk being viewed as bossy or terse. Take the time to include a Hello, or Hi and the recipient's name. How you type your contact's name (John, Mr. Doe, etc.) is indicative of the level of formality your e-mail will portray. Be careful to not take the liberty of being overly informal too quickly. Let the other side dictate the level of formality and follow their lead. After all, formality is just another form of courtesy. You can usually get an indication of how those you communicate with prefer to be addressed by how they sign-off their e-mails.
4. **The Body:** Taking the time to communicate with clarity is time well spent. Complete, correctly structured and capitalized sentences that reflect proper grammar and punctuation are crucial to your message. Typing in all small case or all caps does not lend to easy communications and gives the impression you are either lazy or illiterate. Review and spell-check every message before clicking Send.
5. **The Closing:** Whether it be "Thank you for your time!", "Sincerely", "Look forward to hearing from you!" or "Warm regards," use what is consistent with the tone and objective of your message. By not having a proper closing you increase the possibility that your e-mail will be perceived as demanding or curt. Without exception close by including your name to put that final considerate touch to your e-mails.

Make the effort to integrate these 5 essential elements in every e-mail you send and you will contribute to the perception that you are tech savvy, courteous and a pleasure to communicate with. When it comes to e-mail its all about communicating with knowledge, understanding and courtesy!

About the Author: Judith Kallos is an authoritative and good-humored Technology Muse who has played @ www.TheStudio.com for over a decade. Check out her popular E-mail Etiquette Web Site, Books and Free Tools @ www.NetManners.com.



<http://www.lawfirmsolutions.com/askandca.html>



<http://www.legalva.net/spotlight.html>



<http://www.legaltypist.com/ConsultForm/>



GET OUT AND VOTE!

...FOR LEGALTYPIST THAT IS!

LegalTypist, Inc. has been entered in StartUpNation's Home Based Office 100 Competition. This contest is to celebrate home based offices and the people behind them. The categories entered are Most Slacker Friendly and Greenest.

Many of you ask me what you can do to help me generate more business. Here's an easy way - vote for LegalTypist and vote often! Voting closes October 31st and you can vote once per day here: <http://www.startupnation.com/homebased100/contestant/2354/index.php>



Get Organized for Business Success

By: Laurie Bornstein

Ever wonder why some businesses are more successful than others? There are several reasons, some are; focus, dedication, talent, marketing and organization. Why organization? Without organization you cannot stay focused, implement marketing strategies, have time to work on your business-not just in it and without organizational strategies you are quickly overwhelmed. When you get overwhelmed all you have time to do is to put out fires, you don't have time to develop or grow your business. And if you don't have time to develop and grow your business, you will never experience the level of success you desire.

OK, that's the bad news. Ready for the good news?

Getting organized isn't as hard as you think. The first place to start is in how you organize your day, your use of time.

Step 1- Master Your Time

Take an hour and in that time review how you spend a typical workday.

- What's the first thing you do when you get into work?
- How much time does that take?
- What's the second thing you do?
- How much time does that take and so on, until you've accounted for a typical day.

Now that you know how you spend your day, what part of the day is your most energetic? Your most creative? For me, my most creative, energetic time of day is in the morning. Once you know what time of day you are most energetic, schedule your day so that your energetic time is spent on your big projects-development, client proposals, customer service and those items that directly are in your first category. (See step 2 below for category information). DO NOT spend this time answering email, doing small projects or running errands.

In fact, I recommend reducing the time you spend answering and writing email to 1 to 2 times a day. For me, this means that I do not answer or read email until after I've worked for

about 1 1/2 hours. I check email twice a day, the first after my productive 1 1/2 hours and the second before I leave the office. I spend 30-60 minutes on email each time. If this is the only organizational step you incorporate, I guarantee you'll save several hours each day. Imagine how much you can accomplish with an extra 2-3 hours everyday?

Step 2- Build a Team

Begin by separating your daily tasks into a series of 3 categories.

- Category 1-This category consists of tasks that generate revenue. Some examples are: customer service, follow-up, product development
- Category 2- This category consists of tasks that directly support the generation of revenue. Some examples are: networking, client proposals, and education/training that support your ability and skills.
- Category 3- This category consists of tasks that do not generate revenue, they support the business but they do not add to the bottom line. Some examples are: bookkeeping, paperwork, responding to every email message you receive throughout the day and the creation of your marketing materials.

Once you've separated your daily tasks into these 3 categories, review which of the items you can release to someone else, an assistant, a virtual assistant, a bookkeeper, etc. The items you should consider outsourcing are those items that are in the 3rd category, these items do not generate revenue. To spend your time on these tasks will not improve or grow your business. Almost all of your time should be spent on those items that generate revenue.

The mistake many entrepreneurs make is trying to do everything themselves. Why? Because they don't think they can afford help. As long as you spend time doing tasks that don't generate revenue, you take money away from your business. When you hire someone else to do those items, you have gained time, and this is time that should be spent generating revenue. When you spend the majority of your time generating revenue,

you make more money. And when you make more money, you can afford to hire help! See how easy that is?

Step 3- Update Your Office

• Update your computer programs for the New Year. To grow your business you need the best tools available. Not necessarily all the tools available, but the tools you use should be up-to-date and as effective as possible.

• Purchase and use office organizing tools, but before you buy any new organizing items, spend sometime thinking about how you work, what areas are most natural for you to use for files, for projects, etc. Once you know how you use your space it's easier to purchase the right organizing items.

• Clear all clutter from your desktop

• Clear all clutter from your computer desktop (this means old email messages, files on your desktop, old files, old programs, etc.)

• Clean any windows in your office

• Consider a fresh coat of paint in a new and inspiring color

• Purchase or improve your task lighting

• Position your desk so that you have a solid wall behind and have a full view of your entire office when seated

• Outsource those aspects of your business that do not require you

When determining your organizational strategy, you'll need to know who you are, what you do, why you do it, and where you can utilize help. While each of these steps seems simple enough, spending time evaluating each step and laying it out in relationship to each of the other steps ensures that you'll have an organizational strategy that supports growth and opportunity.

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From the Blog:



Skype/Paypal Security Issues

Interesting read at The Register about how Skype/Paypal users are experiencing breaches and subsequently being locked out of accounts and/or having their contacts disappear:

http://www.theregister.co.uk/2008/09/02/mysterious_skype_hijackings/

Anyone who stores information in their Skype/Google or other on line free account (first shame on you!) - next back it up. ;)

<http://www.legaltypist.com/blog>



October 8 - 12:00 pm
BYOB: Effective E-mail

<http://emailjune.eventbrite.com/>

October 10 – 5:00 pm **Guest:**
Technology & Small Business Radio Show

<http://www.blogtalkradio.com/SparkleVirtually/2008/10/10/Technology-for-Small-Businesses>

October 15 – 11:00 am
Remote Professionals:
Digital Security

<http://www.remoteprofessionals.com/events/mentoring-program/august2008>

October 21 – 9:15 am
IVAA On line Summit:
Working Virtually With The Right Technology

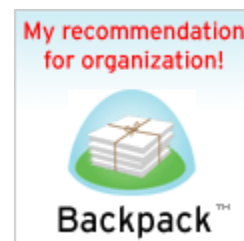
<http://online.vasummit.org/topics.html>

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