

The Tool Box

"Tools to Assist in Building Your Financial Success."
Serving Morrow County Since 1994

A Free Publication of:
Morrow Development
Corporation
P.O. Box 200
Boardman, OR 97818-0200

January 2006, Edition IV

Need help financing your business?

Call MDC:
541-676-8719

Email:

mdc@windwave.org

Contact the Port of
Morrow:

541-481-PORT
www.portofmorrow.com



Jerry Healy
President



Greg Smith
Officer of the Board

Dear Small Business Owner,

Welcome once again to *The Tool Box*.

Since this is the beginning of a new year the thought of a miscellaneous theme came to mind, therefore this issue is featuring articles ranging from health tips in the business field, to time saving ideas, as well as steps to hold a productive meeting.

The Tool Box now has the capability of reaching out to nearly 4800 persons and it continues to be used as a community resource tool. We have had an excellent response from this newsletter, and we are still looking to see how it can benefit the readers through showcasing various small businesses.

The Tool Box is here to provide assistance where needed. If you have a question or concern, please contact this office through email or by telephone and we will respond to it in our next issue.

Request your free annual credit report. It's quick, easy and secure!

Fight identity theft by monitoring and reviewing your credit report. You may request your free credit report online, by phone or through the mail. Free credit reports requested online are viewable immediately upon authentication of identity. Free credit reports requested by phone or mail will be processed within 15 days of receiving your request.

Source: abc's of Small Business

AnnualCreditReport.com



Funny
Pages

Is Windows a Virus?

Source: abc's of Small Business
No, Windows is not a virus.
Here's what viruses do:

1. They replicate quickly – okay, Windows does that.
2. Viruses use up valuable system resources, slowing down the system as they do so – okay, Windows does that.
3. Viruses will, from time to time, trash your hard disk – okay, Windows does that too.
4. Viruses are usually carried, unknown to the user, along with valuable programs and systems. Sigh. Windows does that, too.
5. Viruses will occasionally make the user suspect their system is too slow (see 2) and the user will buy new hardware. Yup, Windows does that, too.

Until now it seems Windows is a virus but there are fundamental differences: Viruses are well supported by their authors, and running on most systems, their program code is fast, compact and efficient and they tend to become more sophisticated as they mature.

So Windows is not a virus.

It's a BUG!

eBusiness Health (How Do You Feel?)

*-SES (Strained Eye Syndrome)
-Do your eyes hurt from staring at this
screen all day?*

Staring at a computer monitor all day is something EVERY Internet businessperson has done at one point and probably does everyday. The problem with this is the burning sensation you get when you get up for a midnight snack or to go outside. I avoid this by doing some simple things you can do to COMPLETELY avoid SES. Here's the routines I do on a regular basis: First, EVERY 45-60 minutes I get off the computer for 5-10 minutes and go outside or wherever and let my eyes get some movement just as if I were on a long drive and stopped to stretch, same principal. Second, if I'm on the computer for over 3 hours, I take a 30-minute reading break. This really unwinds my eyes and relieves any tension. Reading 30 minutes a day has also been proven to reduce your chances of getting Alzheimer Disease by 30% and sometimes more.

To Your Success & Healthy Living!
-Chris Elliott

5 Steps to a Productive Meeting

I have created five steps that will help you to improve the productivity of your meetings. Even if you are not responsible for running the meeting, bring these suggestions to the person who is.

1. Ask, "Is it necessary?"
2. Ask the question, "Am I necessary?"
3. Prepare an agenda.
4. Set the times.
5. Commit to action.

-Dr. Donald Wetmore

Everything that irritates us about others can lead us to an understanding of ourselves.

-Carl Jung

Some Time Savers

Source: Dr. Donald E. Wetmore

Here are five of the techniques I share in our Time Management seminars, each one of which will help you to get at least one more hour out of your day of additional productive time.

1. *Maintain Balance.*

Your life consists of Seven Vital Areas: Health, Family, Financial, Intellectual, Social, Professional, and Spiritual. You will not spend equal amounts of time in each area or time every day in each area. But, if in the long run, you are spending a sufficient quantity and quality of time in each area, then your life will be balanced. But ignore any one of your areas, (never mind two or three!) and you will get out of balance and potentially sabotage your success.

2. *Get the Power of the Pen.*

A faint pen has more power than the keenest mind. Get into the habit of writing things to do down using one tool (a Day-Timer, pad of paper, Palm Pilot, etc.) Your mind is best used for the big picture rather than all the details. The details are important, but manage them with the pen.

3. *Do Daily Planning.*

It is said that people do not plan to fail but a lot of people fail to plan. Take the time each night to take control of the most precious resource at your command, the next twenty-four hours. Plan your work and then work your plan each day. Write up a To Do list with all your "have to's" and all of your "want to's" for your next day.

4. *Prioritize It.*

Your To Do list will have crucial and not crucial items on it. Despite the fact most people want to be productive, when given the choice between crucial and not crucial items, we will most often end up doing the not crucial items. They are generally easier and quicker than crucial items. Prioritize your To Do list each night. Put the #1 next to the most important item on your list. Place the #2 next to the second most important item on your list, etc. Then tackle the items on your list in order of their importance.

5. *Control Procrastination.*

The most effective planning in the world does not substitute for doing what needs to be done. We procrastinate and put off important things because we don't sense enough pain for not doing it or enough pleasure to do it. To get going on something you have been putting off, create in your mind enough pain for not doing it or enough pleasure to do it. I prefer the pleasure approach. Take a procrastinated project and turn it into a game. Work with one thing in front of you at a time so other things won't distract you. ("Out of sight, out of mind.") Break it down to little bite-sized, manageable pieces. Get it started, take the first step and you will likely continue it to completion.