

# Choice Biz Chronicle

www.choicebiz.com

## I Know Now...

Eric Butterworth once said "I am an Eachness in the All-ness that is God." This statement conveys the idea that we are part of a whole.

I remember having to line up in grade school, and if one student was off, the whole class

could not advance until that student was in place.

What we do affects every person in front of us as well as those following, which is often easy to forget when we get busy.

Please stop and take a moment to think about

all the things you have not allowed yourself to do. Now imagine all you could do and the impact you could have on the world if you allowed your each-ness to shine in the all-ness of every day life. You are important!

~ Deb

## Home Businesses

It is very difficult to pin down accurate, up-to-date numbers on home-based businesses. Since the majority are sole proprietorships that do not employ outside workers, and since many never incorporate or obtain business licenses, it's tough to count them. They are estimated, however, to be as high as 10-12 million.

What we do know with a good degree of certainty is that the af-

fordability and wide use of increasingly sophisticated technology has enabled more people to work from home.

According to the Success Factory International, "America is in the midst of an extraordinary workplace transformation...the home-based business phenomenon shows no sign of slowing down."

### 10 Productivity Tips

1. Prioritize tasks ahead of time
2. Set goals for your day
3. Instruct family you're at work
4. Do not avoid overtime
5. Turn off distractions
6. Schedule fun time
7. Limit time on Internet
8. Try multitasking
9. Be a good boss to yourself
10. Enlist help when you need to

## On The Town

### Summer Concert Series

Wednesdays, 7-9pm

Admission and parking is free. Located on the Riverwalk Plaza in Lowell, there is bleacher seating as well as room for your own chairs. Visit [www.discoverlowell.org](http://www.discoverlowell.org) for more information.

### Metro Cruise

August 22-23

Come see West Michigan's largest outdoor car show, which features over 13 miles of COOL cars along 28th street. Visit [28thstreetmetro-cruise.com](http://28thstreetmetro-cruise.com) for more information.

### Whodunit?

Starting August 29th

Junior detectives can test their crime solving prowess in this interactive, investigative exhibit at the Grand Rapids Public Museum. For more info, visit [www.grmuseum.org](http://www.grmuseum.org)

## Choice Executive Suites

Volume 4, Issue 8

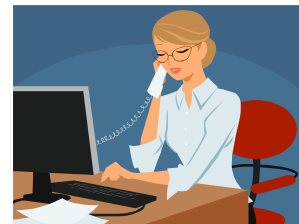
August 2008

### Mark Your Calendar

August 13, 11am-1:30pm

Tenant Appreciation  
Behind A.J Sparks and  
Lakeside Buildings

### National Home Business Month



### Inside this issue:

<i>I Know Now...</i>	1
<i>Home Businesses</i>	1
<i>On the Town</i>	1
<i>Mark Your Calendar</i>	1
<i>Hot Tip from Tech Support</i>	2
<i>Virtual Offices</i>	2
<i>Quick Hits</i>	2
<i>Tenant Spotlight</i>	2
<i>Did You Know...</i>	2

## Hot Tip from Tech Support



Have you ever wondered about the name, contact information, and other details placed at the bottom of an email? This information is known as a personalized signature and can be utilized by Outlook users. To do so, go to "Tools" in the main section of Outlook,

select "Options" and click on the "Mail Format" tab. From there you can determine if you want your signature on only new messages and/or replies and forwarded messages. To create a signature, click on the signature button, select new and follow the instruc-

tions. Please note that you can add your company logo by selecting advanced edit; however, I don't recommend this as many email programs will filter the email to a spam folder.

## Virtual Offices

The professional image a business portrays is very important to clients. Therefore, Choice Business Services has implemented virtual offices for home-based business owners.

These flexible and cost-effective plans

provide use of our conference and meeting rooms when face-to-face meetings are needed. In addition, experienced and friendly receptionists will transfer calls to your home, cell, or easily-accessible voicemail per your daily request. We will also receive

your mail at our business address, so it's less obvious you are working from home.

Allow us to help you achieve a greater work/life balance while never missing a call, package, or appointment.

## Quick Hits

### Saving Energy

Appliances continue to draw a small amount of power when they are switched off. These "phantom" loads occur in most appliances that use electricity. In the average home, 75% of the electricity used to power home electronics is consumed while the products are turned off. This can be avoided by unplugging the appliance or using a power strip and using the switch on the power strip to cut all power to the appliance.

### Think Green

Stop buying bottled water and buy a plastic water bottle instead. Fill it with tap water, and you just saved a couple bucks and a plastic bottle from going to a landfill. In 1997 the Food and Agricultural Organization said that bottled water was not any cleaner than tap water, so don't think that bottled water is all they crack it up to be.

### Business Etiquette

Make it a policy that all messages left in the morning will be returned by the afternoon. Afternoon messages will be returned the next morning at the latest. Even if employees are still tracking down information for customers, they will appreciate an update as opposed to just being left to wonder.

## Tenant Spotlight



### Robin Cage

Choice Business Services  
Front Desk

Robin has been a Choice Business Services employee for six years. She coordinates events and travel arrangements, schedules calendars, performs administrative projects, answers phones, and greets guests to the building.

On August 8th, she will be attending "The Outstanding Receptionist" seminar in order to sharpen her skills and con-

tinue to provide exemplary service.

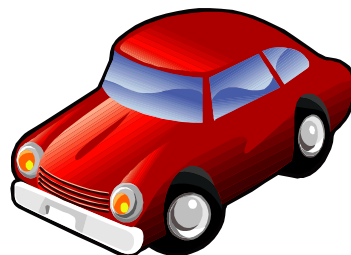
Robin has two children, Aaron and Shayla, and two grandchildren, Jordan (12) and David (9).

In her spare time, she has created a line of cosmetics that she hopes to launch in Spring 2009.

Her favorite passage is Matthew 6:33: "But seek ye first the kingdom of God, and his righteousness, and all these things shall be added unto you."

## Did You Know...

The number of cars on the planet is increasing three times faster than the population growth.



The average person will spend two weeks over their lifetime waiting for the traffic light to change.