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Save Valuable Time: Manage Your Email

By Robin Henry

Among the many problems email brings with it is the main one ... email is time-consuming. So time-consuming in fact that you are left with fewer hours in your day in which to make a profit or spend with your loved ones.

You can literally consume three or five hours per day reading and replying to email. The question you need to ask yourself is, 'Could I do something better with that time?' If the answer is 'yes', consider some of these options:

1. Identify spam BEFORE it hits your inbox and delete it. This can be done by using a free software program that downloads file headers before downloading the whole file ... you delete the unwanted files from the email server before downloading email to your inbox.
2. Set up a system of folders in which to store your email. Folders, like any filing system enable you to prioritize by importance, sender, topic and so on. This can lead to a great time saving.
3. Set up Rules that will manage your incoming email by storing it in relevant folders, replying automatically, or doing some other time-saving activity. Rules Wizards provided in most email software programs will carry out various activities on receipt of email. That includes sending an automatic reply.
4. Use different email addresses with Rules in order to carry out different functions eg, subscribe to a newsletter or obtain a copy of a product catalogue. This is also another time saver.
5. Outsource part or all of your email system to a specialist Applications Service Provider. This could be simply outsourcing your newsletter to a professional writer and email distribution channel or doing the work yourself using someone else's email system
6. Upgrade your free or bundled email software client to a specialist professional program that has much more grunt and will do much of the work for you easily and efficiently
7. Design and use templates for common email activities such as advising a debtor that payment is overdue

With relatively little effort or a small monetary outlay (you'd be surprised how small), you can improve email management considerably leaving you free to do other more productive tasks or spend more time with family, friends etc.

If you haven't got your email under control, don't let the gremlins control your life for another day. Do something today to win back your life. Download our free 17 page ebook to find out how to Save Valuable Time.

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Robin Henry is a human resources specialist who helps businesses improve performance through implementing smart technology and processes.

Be Smart In How You Deal With Your Fears And Anxieties

By Stan Popovich

Be smart in how you manage your fears and anxieties. Knowing the right way to deal with your fears and anxieties can save you a lot of time, money, and headaches. Here are some ways in how to manage your fears.

First, determine the source of your anxieties. If you try to manage your fears without knowing what is causing them, you will not get rid of all of your fears. Talk to a counselor who can help determine the root cause of your fears.

Once you know what is causing your fears, the next step is to focus on those techniques that will manage the fear. Some techniques are better than others in managing your fears. Determine the best ways that will get the results you are looking for. If you have trouble finding ways to manage your stresses, then talk to a professional.

Do not do everything all at once. Fear can be extremely difficult to manage. Some people who face a particular fear try to get rid of it with one try. Sometimes, you can't get rid of your fear in one effort. The best way to tackle your fears is by taking your fear apart and taking it step by step to manage it.

For example, let's say that you are afraid of giving a speech to more than 60 people. Knowing that you have to speak in front of this large group of people scares you. What do you do? For practice, try to speak in front of maybe five of your friends. Get into the habit of speaking to five people. When you are able to do this, then speak to maybe 15–20 people. Once you are able to do this, then speak in front of 40 people and so forth.

The key is to divide your fears into smaller parts and tackling each part one at a time. As you accomplish each smaller task, you will gain the confidence to do more. Eventually, you will be able to

overcome your fear.

Be smart in how you deal with your fears and anxieties. Following this advice will save you from a lot of suffering.

Stan Popovich is the author of "A Layman's Guide to Managing Fear" an easy to read book that presents a overview of techniques that are effective in managing persistent fears and anxieties. For additional information go to:

<http://www.managingfear.com>



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