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Impair Healthy Healing In People Over The Age Of 30!

Seven Ways to Recycle Old Articles

By Jessica Albon

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Are you writing articles for your monthly newsletter only to publish them once and never use them again? Successful writers resell their articles multiple times for maximum exposure. Why don't you maximize your exposure, and put those articles to work for you by exploring your reprint options.

Reprint them on your website. This will help you build a substantial content base. Your website can also provide the perfect place to expand your articles or provide links to further resources.

Get them published. Does your industry have a regular newsletter that might want to use some of your articles? What about consumer publications? Do any come to mind that might be interested in a piece you've written?

Offer to let others reprint them. Say you're an insurance agent with lots of articles about auto insurance. Offer to let a local car lot reprint your articles on their website or in their newsletter. Be sure to include your copyright notice, a brief bio and contact info!

Put copies in your publicity package. When you're filling a request for info, pull relevant newsletter articles for inclusion. You might also want to include information on how the recipient can subscribe.

Send them to networking contacts. If you're a caterer and you've written an article on planning parties for healthy eaters, share the article with a nutritionist or trainer you know.

Use them to spark press releases. Did a new industry development lead you to do a couple of hours of research and writing for an article? Consider that development's newsworthiness. Might it make a story? Try turning it into a press release for local media outlets and provide your newsletter article as an example of your approach.

Seven Ways to Recycle Old Articles

Republish a selection as a booklet. Gather articles that seem complimentary and publish them as a pamphlet. You can distribute this selection free as a special promotion or offer it for sale. Either way, be sure it addresses a specific customer for maximum impact.

Put your articles to work and watch the impact of your newsletter grow exponentially!

10 Simple ways to Clear Clutter from your Home and Office

By BZ Riger–Hull

There is nothing worse than spending ten minutes looking for something to accomplish a three minute task. Clear the clutter and clear your mind.

1. Hold the intention that the only three things aloud on your writing desk is a lamp, a small vase for flowers, and a photograph or two. That's it! When you get up from your desk put everything else away except those three things.
2. Sort your mail as soon as it comes in, then recycle, throw out, file, or respond. No piles and no promise to go through it later.
3. Spend ten minutes a day walking through your house with a large shopping bag. Grab at least three things from each room in the house that you can throw away.
4. Have a special reading box or basket– Sort through magazines or articles you want to read and tear out the articles you are interested in and recycle the rest of the magazine.
5. Make sure you sort your email so you never have more than 3–5 things in your in box at any one time.
6. Set up project files in Word to keep track of important things you are working on. Designate a separate file for each project or focus. You won't have to hunt for your information when you need it.
7. Shred unwanted office paper and use it for garden mulch, cat litter, or starting a nice crackling fire in the fireplace.
8. Learn to say NO. Or at least get in the habit of asking for a day to think the request over. This will clear out clutter from your schedule.
9. Make a rule that everything has a drawer, cabinet, basket, bin, or shelf it belongs on put nothing on the flat surfaces in your house.
10. Write down all of those things that are running around your brain nagging you. Sort them into three categories. 1. Things that will help me accomplish my goals that are Really important to me. 2. Things I think are urgent or burning. 3. Things I should do. Be honest and ruthless when you sort this list. Stop doing everything that falls under # 3. Everything that falls under # 2 Delegate these to someone else or

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eliminate them all together. The # 1 items are the only things you want to spend your time working on.

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