



-----> **MBP BizMajic News** <-----

Let US put a little Hocus-Pocus in your Business!

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In this Issue:

- Welcome message from publishers
- "Little Known Quotes by Famous People"
- Article - ""The Many Flavors of the "To Do" List!"
- Publisher Exchange
- Joke of the Day
- Computer Tip of the Week
- Freebies of the Day
- 2 Contests



-----> **Message From Publisher** <----- (E)

Hello!

Welcome to all new MBP BizMajic subscribers.

As publisher of MBP BizMajic news I am always looking at ways to help improve circulation of our Ezine and delivery rates but also the ability to provide an archived section on our website for all future issues. I believe I found the way to help all issues above PLUS provide extra exposure to our advertisers.

Starting this week, the Ezine will be delivered in normal format to all subscribers. The following day another notification will go out to all subscribers informing you that the latest issue of MBP BizMajic News is online. There will be a URL in this notification for a link to an online format of the Ezine. The issues will then be archived on our MBPnews website where they can be viewed by others interested in subscribing or advertising with MBP BizMajic News. This is good news for subscribers AND advertisers :o)

Smile... Be happy and Live life to the fullest.

Enjoy your weekend and tune in next time for another informative issue of MBP BizMajic News.

Your Partner In YOUR Success,

Val Burnett
MBP BizMajic News Publisher

-----> **TOP SPONSOR AD** <----- (E)

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<http://www.cashandhits.com/trkit/go.php?c=mmq>

"Little Known Quotes by Famous People"

"People of mediocre ability sometimes achieve outstanding success because they don't know when to quit. Most people succeed because they are determined to."

George E. Allen
1832-1907, Publisher and Author

-----> **FEATURE ARTICLE** <----- (S)

The Many Flavors of the "To Do" List
By Karla Brandau, CSP <http://www.KarlaBrandau.com>

Frequently I get asked, "How can I be more productive." Being more productive is not brain surgery, but it does require discipline and the use of a To-Do list.

I had one participant in my time management competence program who said, "Oh, Karla, my time management is easy. I put each task item on a different sticky note, stick it to my computer and when I'm done, I just rip it off of my computer, crumple it up and throw it away."

The class roared. The visual was humorous and led us to a good discussion about To-Do lists.

Another person told me his To-Do list is a sticky note where he writes tasks until he is out of room. When he is out of room, he quits. If he doesn't feel like doing much, he writes big or uses the tiny, 1-1/4 by 2 inch sticky notes.

A To-Do list is the most fundamental of all time management tools at any level in the organization. It can be made anywhere ...on a sticky note, a napkin, a candy wrapper, an envelope, in a date book organizer or in an electronic tool.

There are pros and cons to each "tool". Napkins, candy wrappers, envelopes, etc. are floating pieces of paper and serve the purpose and work as long as you don't lose them or let them get buried under the paperwork on your desk. They are also disposable without remorse. Without thinking twice you can ditch them!

Tasks put into a date book organizer or recorded in an electronic tool are harder to lose. They have more permanent status and can be used to document what you have done. This is helpful when performance reviews roll around.

Using an electronic tool makes it easy to work with the tasks. As you manipulate tasks, you can prioritize them, group them, rearrange them and break them down into sub tasks. You can mark the tasks complete, delete them, rearrange and subdivide them to your hearts content and to the complete satisfaction of the anal retentive planner.

To increase your personal productivity, I recommend several types of To-Do lists. For instance, there is nothing better than the To-Do list in your electronic tool used as a master task list, meaning you dump everything onto the list that must be done to keep your job. You can also give complex projects their own To-Do list as well as each long range goal.

You may choose to have a personal To-Do list that tracks home projects or must-be-done-tonight tasks. These may be recorded in a small notebook or on a 3 X 5 card that is easily portable and can be carried with you to keep you focused what has to be done to keep your home and family running.

The point of portability makes even a sticky note a legitimate To-Do list because you can make your grocery list on a sticky note and carry it with you right into the store.

Outlook's Notes folder is a terrific place to keep miscellaneous lists such as ideas for the next team meeting, points to make with the VP of marketing about the new product rollout, gifts for Christmas and school teacher's names.

In summary, the To-Do list is a fundamental tool to increase your efficiency. You will achieve more in less time by making a list and checking off each task. How you make your list, whether it is electronic or paper, isn't as important as being consistent in formulating a list and disciplining yourself to work from the list.

The final step in making a variety of To-Do lists help you be more productive is to end your day with a plan for tomorrow. This plan for tomorrow means you look at your various lists, including your master task list and decide what you can actually do during your working hours. This plan for tomorrow then becomes your daily task list. Following this process, you'll know where to start the next morning and you'll expand your capacity to get more done.

Tactical Tips

1. Decide what categories of lists you need: personal, Zip tasks, projects, team, etc.
2. Decide where you will keep each of these tasks and how you will work through the tasks.
3. Consider each To-Do list as a master task list.
4. Take items from each To-Do list and merge them into a daily schedule.
5. Be disciplined: plan your work and work your plan.

Byline:

Karla Brandau, CSP, is a speaker and a leading authority on productivity, work/life balance and leadership skills. Karla is the author of "Wake up the Winner Inside" and "Goal Setting: Invent your Future." To contact Karla, visit her website: <http://www.karlabrandau.com>

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Did you know that subscribers to Bob Osgoodby's Free Ezine "Tip of the Day" get a Free Ad for their Business on his Web Page? Subscribe at: <http://adv-marketing.com/business/subscribe2.htm>
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Thanks!

New family driver

Martin had just received his brand new drivers license. The family troops out to the driveway, and climbs in the car, where he is going to take them for a ride for the first time. Dad immediately heads for the back seat, directly behind the newly minted driver.

"I'll bet you're back there to get a change of scenery after all those months of sitting in the front passenger seat teaching me how to drive," says the beaming boy to his father.

"Nope," comes dad's reply, "I'm gonna sit here and kick the back of your seat as you drive, just like you've been doing to me all these years."

Computer Tip Of the Week

Provided by Computer Tips and Techniques

<http://www.worldstart.com/comptips.htm>

Q:

I use Outlook Express and even though my Outbox appears empty, it keeps trying to send a message. What's going on?

A:

Isn't that the worst?! I mean, you know you have sent all of your messages out, but Outlook Express still insists that you haven't. How rude! Well, there are a couple of things you can check before you go off and switch e-mail programs. :) Have a look see here.

The first thing you'll want to check is your Outbox folder. Go in there and click on the View menu and choose Current View. Once there, make sure the "Show All Messages" choice is selected. This ensures that you're able to see all of the messages that are contained in your Outbox folder. If you then see an e-mail message appear, you can send it off normally or even delete it if you want.

The next thing you can check is within the Outbox folder itself. Go to File, Folder, Compact. If nothing happens, your folder is probably okay and you don't need to worry about it any longer. If you happen to get an error message, the Outbox.dbx file may be damaged. There are a couple of causes for this.

One could actually be an antivirus program that scans outgoing e-mail. Unknown to some, the e-mail scan isn't really necessary to protect your computer, especially if you have a regular antivirus program running as well. Go ahead and disable any e-mail scans to prevent any other e-mail files from being damaged in the future.

If you did have a damaged Outbox file, the next thing you'll want to do is repair it (obviously!) To do this, you need to know where your store folder is for your e-mails. If you're not sure where it is, go to Tools, Options and click on the Maintenance tab. Toward the bottom is the Store Folder button. Click on that and a box will pop up telling you where your store folder is located on your computer. It will give you a drive letter. Write that down if you think you'll forget. You can also change the location at this point if you want to do that.

Once you have that, close Outlook Express and open up your store folder. Find the file titled "Outbox.dbx" in there and delete it. When you open Outlook Express again, a new Outbox folder will automatically be created, so you can continue to use it just like normal.

Most times, the problem lies within an unsent message, but it's good to know what to do if that isn't the case!

Steve, Publisher
Computer Tips and Techniques
<http://www.worldstart.com/comptips.htm>

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MBP BizMajic Contest - Top Sponsor Ad (X)
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Top Sponsor Ad: Today's contest is going to be a bit different. I am going to do a draw for 3 lucky winners out of the entries received.

You need to send in your entry and Include your name, country you live in and how long they have been subscribed to MBP BizMajic and have a chance to WIN ONE YEAR of FREE Safelist hosting with Woodoggie!
<http://www.woodoggie.com>
(Value of \$71.88!)

Your entry MUST INCLUDE your name, Country you live in, and how long you have been a subscriber. Also if you have any suggestions for future articles or features for our Ezine, feel free to include those as well <grin>

Enter now!

mailto:admajic@mbpadvertising.com?subject=contest_with_ad

Get your Entry in for the Contest!!
The next winner could be YOU!

Congrats to Last Weeks Winners!

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****FREEBIES OF THE WEEK****
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MBP BizMajic Contest - Word Unscrambler (A)
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** Please Note: Draw is made THIS Thursday.. so get your entry in

Okay here is the scoop on the contest. In this ezine, you will find 9 letters that are in (). You need to find all 10 then unscramble the letters to make a word. Once you think you have the word, email us at <mailto:admajic@mbpadvertising.com?subject=unscramble>

with your 10-letter word and you could win a MBP BizMajic Middle Sponsor Ad - Yes! Your ad featured in this Ezine!

I will contact the winning subscriber For the ad they wish to run.

We will draw 1 lucky subscriber from the entries received WITH the correct 10-letter word in their email

Can YOU Guess this week's Word??

Check the details on how to get yourself put into the draw for this great contest!! You could be the LUCKY one that will win!!

The draw will be made Nov 30 so get your entry in today!!

Last weeks Word was:

imbroglio \im-BROHL-yoh\, noun:

1. A complicated and embarrassing state of things.
2. A confused or complicated disagreement or misunderstanding.
3. An intricate, complicated plot, as of a drama or work of fiction.
4. A confused mass; a tangle.

CONGRATS goes to this weeks Winner for Guessing the correct word - Ron Passfield!

FR^E ADVERTISING.. Got to love it! Get your entries in; the winner will be drawn Thursday..

-----> **BOTTOM SPONSOR AD** <----- (T)

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