

regional business centres that work

Beck's Column:

Establish and Maintain Credit With Your Suppliers

Credit is actually an interest free short term loan from your supplier. Remember that credit is a privilege and not a right. Don't pay your bills early if no discount is offered but don't drag out the terms and get the reputation as a slow payer. Suppliers also have payroll and other bills that they need to pay. Maintaining a good payment record will also aid you if you're growing and need to increase your credit limits. A supplier will be much more willing to increase your limit if you have dealt with them fairly and honestly in the past. Just as we as individuals get a reputation (good or bad) so do businesses.



New Years Resolutions for Small Business Owners

www.kochie.com.au

1. **GET OUT OF THE OFFICE**, there's nothing more important this summer than taking some time off to recharge and re-energize. Unfortunately 30% of small business owners haven't taken any holidays this year. And over 60% have just one week. Of course the biggest reason was that the business could not afford it. But a short holiday will do wonders for your approach to your work and your personal life.
2. **TAKE CARE OF YOURSELF**, 34% of small business owners have suffered from some sort of business-related illness or health problem in the past year. Stress and overworking are serious issues, particularly if it means your business is left in the lurch. On a daily basis make sure you are managing your working life in a way that minimizes stress and anxiety. Regular exercise, breaks, personal time and an organized, uncluttered workspace are all key to staying on top of things.
3. **SPRING CLEAN YOUR BUSINESS**, with a fresh year you should do your best to have a fresh start. That means cleaning out your inbox, ridding yourself of old messages taking up space. It means physically cleaning up the office. A chaotic mess of a workspace is unproductive and causes problems. Get the business finances in order. Do the superannuation and get tax affairs in order.
4. **GET IN-HOUSE FEEDBACK**, this time of the year is a great opportunity to sit down with your staff and discuss the state of the business. Include them in the planning for the next year, or few years. Get their ideas and feedback. Good communication with your employees is key to knowing what is going on inside your business and what is going on inside your business and what opportunities may lie ahead. Your staff may have some new ideas for customers, products, business process, anything. You only have to ask.



Conti.....



Workspace Business Builder Seminars

Goal Setting Personal & Business



Find Success!

Take control of your own destiny

and set a course for your personal and business success.

Goal setting is used by top-level athletes, successful business-people and achievers in all fields.

The Reasons, the Power, the Rewards and the Methods of Goal Setting will be explained, and all your questions will be answered.

A workbook will be provided and all concepts are explained in simple terms which can be implemented immediately.

The Seminar is limited to 20 participants for maximum impact, participation and Interaction.—We will be talking to YOU about YOU and YOUR business!

Venue: Workspace Conference Room

1st Floor 328 Lyttleton Terrace Bendigo

Date: Wednesday 22nd February 2012 (Light refreshments will be served)

Time: 4:00pm to 6:30pm

Cost: \$30



Frank Cinquegrana
Business Mentor

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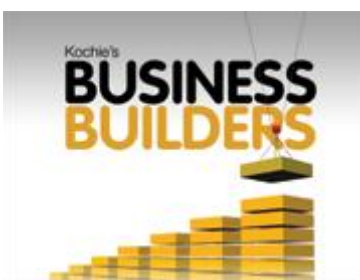


Conti.....New Years Resolutions for Small Business Owners

- 5. MAKE FRESH PLANS**, over the New Year period take time to sit down with your business plan and assess how you've tracked this year. If it's to update the business plan then get onto it. This is a great time to look at where your business is, against where it should be. Then coming up with strategies to move forward..
- 6. SIMPLIFY YOUR JOB**, after a year of working at a hectic pace you can feel under pressure, as if the whole business is relying on you. If this happens, it is more than likely means you are wasting time on mundane jobs rather than focusing on where you can add real value to the business.

Learn to delegate some of the responsibilities you've shouldered to others. Learn to prioritize, schedule well and block out distractions. Outsource what you can, so you can focus on keeping your best customers happy. Don't forget that you're the captain of the ship, so you shouldn't be mopping the decks. You need to navigate the path.

Spend time developing the skills of your staff so they can potentially shoulder some of your responsibilities.



Never underestimate the significance of setting goals, and regularly taking a step back to see your business as a whole. And of course, don't forget to celebrate.

WORKSPACE AUSTRALIA TEAM

Rebecca Dempsey Annette Wiles Sally Moses Frank Cinquegrana Rhonda Rostron



Welcome to Rhonda Rostron, who has joined the Workspace Australia team as the new Receptionist

A NATURAL DISASTER CAN CAUSE GRIEF TO YOU, YOUR STAFF, YOUR CUSTOMERS, YOUR FAMILY, YOUR SUPPLIERS AND YOUR COMMUNITY.

A FREE HALF DAY WORKSHOP FOR RURAL BUSINESS OWNERS TO SHARE EXPERIENCES, LEARN HOW TO PLAN IN ADVANCE TO SURVIVE AND REDUCE THE RISK AND IMPACT ON YOUR BUSINESS IF A NATURAL DISASTER HITS YOUR REGION.

Bendigo Workshop

Date: Wednesday 29 February 2012

Time: 8.30am - 12.30 pm.

Venue: To be advised

Julie White Phone : 03 9809 8888

Fax: 03 9809 8899

Email: jwhiteside@nem.net.au



An Australian Government Initiative



These workshop are supported by Enterprise Connect.

Enterprise Connect is a \$50 million a year

Australian Government initiative that provides support to eligible Australian small and medium sized businesses. For more information visit www.enterpriseconnect.gov.au or call the Hotline on 131 791 "

Number 10 Answers

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MAINTENANCE/REPAIRS

A reminder to all Workspace Tenants if you have any maintenance or repair issues, please contact the office on 5446 1558 .

If you require a contractor to install a telephone, please let us know in advance as all service doors are now locked.

Any electrical/plumbing work is to be authorised through Head Office.

EXTENSION REQUESTS

If, at the end of your 3 year agreement you would like to apply for an extension, the Board would like to advise tenants, that to be considered, your rental payments must have been up to date for a minimum period of 12 months prior to your request.

Welcome to Workspace

Castlemaine

-Catherine Ewing from *“Live, Love~Laugh”* ~ Internet Marketing.

-*Lauren Rowe*, who will open a studio to sell Handmade Furniture from recycled timber.



Bendigo

-Shane Bavington from *“Property GP”* ~ Property Advisory services.

-Nathan Beppler from *“Worrells Insolvency & Forensic Accountants”* ~ Insolvency Accounting & Litigation Services.

Leaving Workspace

Eaglehawk

-Matthew Sheldon from *“Shelcon Engineering”*

Gisborne

-Ravi Avasti from *“Avasti Design”*

Bendigo

-Kim Sheehan from *“Efficient Office”*



Meeting rooms in Workspace Bendigo or Castlemaine must now be booked ahead of time and can be arranged by ringing Workspace Head Office on 03 5446 1558.