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i Need Knowledge what have you?

# **OUR IDEAS TO HELP YOU**

#### **WORK TIPS**

- **YOU:** If there aren't enough hours in your day, then you're not making enough time for yourself. Enjoy life!
- **PRIORITIES:** Write down everything you'd like to finish, order it based on what's most important to you, and start tackling the list!
- PROCESS: If a task you have been wanting to do seems too daunting, break it into smaller chunks and spend 10 minutes each day chipping away at it. Before you know it, the task will be done!
- **EFFICIENCY:** Doing less work does not mean you are being lazy; it just means you are conserving energy, and maybe maximizing efficiency.

#### **SOCIAL MEDIA TIPS**

- **FACEBOOK PAGE VS. PROFILE:** If you have a business on Facebook that's set up as a personal profile, you can convert the profile to a Facebook page -- which is the best way to promote your business on Facebook. (And your URL should stay the same...) Follow the instructions here: http://www.facebook.com/help/?page=18918
- VANITY FACEBOOK PAGE: In order to get a shortened Facebook Page URL so that the numbers come off the end (also called a vanity URL), once you have 25 or more likes you can go to <a href="http://www.facebook.com/username">http://www.facebook.com/username</a> to change the name of your Page. But be very careful to change your Facebook Page URL, not your Personal URL.
- **TWITTER:** On a weekly basis, clean up your online presence. On weekends, we'll purge & refresh our follow lists for mutual follows. Exchange follows at <a href="http://www.twiends.com">http://www.twiends.com</a>.
- IMAGES/PHOTOS AND BRANDING: Sometimes using your personal name and face will get you more responses. For example, who wants to interact with a square box that has a line dividing it diagonally and two circles in it? (Yes, we're making fun of our "logo")... Of course, we're a "company" without a face right now, and we created the logo to symbolize the two circles as 2 faces talking to another (and it's also a percentage sign since only a certain percentage of people actually actively interact with each other and only a percentage of knowledge is valuable to each individual)...
- **TRUE FANS:** Having tons of followers and likes will give you some credibility but an active fan base that truly supports you is invaluable



#### PERSONAL STRENGTH AND DEVELOPMENT

- SELF: Something we have heard and agree with: you simply can't please everyone. Instead, try to make the decisions that will satisfy YOU first. Then, you can focus on making your loved ones happy. It never makes sense to try to make the whole world rally around you, but if you're a content person, then that is more than enough. Making a difference in one person's life can change the world.
- **MOVE ON:** Instead of regretting the decisions that you've made, think of them as lessons that help you make better choices in the future. Instead of wishing you could change the past, take actions to get you to where you want to be. The world will be a better place.
- **NETWORK:** If you surround yourself with people who you admire and aspire to be like, then you will eventually find yourself in the same position where you will be inspiring others.
- **PERCEPTION:** Failure is in the eye of the beholder: it can be a disappointment that lasts a lifetime, or an opportunity to learn from mistakes and a stepping stone for future success.
- **EFFORT:** You've probably heard this before but it's worth saying once more: If at first you don't succeed... Try, try again! Also, if you're feeling discouraged about where you're going, remember that it's not just the destination -- it's the journey that truly counts.
- **CHANGE:** If you are not passionate about what you do, think about doing something else; or try doing it differently to spice it up today!

#### **GLOBAL THOUGHTS**

- **ADVICE**: Some advice can be universal (e.g., be nice) while other guidance may be more culturally-driven (e.g., burp after eating).
- **LEVERAGE**: Often it makes more sense to improve someone else's invention rather than to invent something yourself.
- **BE NICE:** Don't expect a favor returned. Instead, do something nice just because it's nice to be nice. We do believe in karma. (In other words: If you do something nice for someone, don't expect something nice in return. But the more nice things you do for others, the more nice things there will be to go around...)
- **DIFFERENCES:** Realize that something important to you may not be important to anyone else; and something that seems irrelevant to you may be very important to someone else. That is the beauty of diversity -- may we all learn to be more accepting of others.
- **SIMILARITIES:** Everyone behaves differently, but some behaviors are common to a higher % of people. Understand the differences & similarities...
- BALANCING NEEDS: All people need things like food and shelter to survive; however, once
  our basic needs are met, we can focus their attention on more multi-dimensional levels of
  fulfillment such as developing stronger relationships, seeking to understand and solve
  humanity's problems, and giving back to society.
- CULTURE: Not only do people around the world dress differently, speak different languages and act in different ways – but we all interact in different ways. Understand that culture goes beyond national differences and affects personal behavior.



### **ORGANIZATIONAL SKILLS**

- **MEMORY:** If there's something you need to remember to do, write it down right away and put it somewhere you'll remember -- or don't think of anything else, and just think of what you need to do until you do it (otherwise whatever else you start thinking of might displace the "to do" from your memory and you will forever forget what it was that you had to do).
- **TIMING:** Pick 1 task that you've been putting off and spend 30 minutes working on it today. If you can finish it in two hours, keep going! ALSO, If you can do it in 2 minutes, do it NOW.
- **RELAX:** If you miss doing something, either do it late or forget about doing it at all -- either way, it's not the end of the world.
- **SPACE**: Designate a spot to put your keys and purse/wallet in your house (out of reach of children, pets, and snoopy house-mates) -- and put them there as soon as you come home. This will help avoid the "where are my keys/purse/wallet?" problem when you are in a rush to get somewhere.
- **EMAIL:** Is your email box cluttered? A couple things you can do include unsubscribing from any emails from senders that you haven't been reading, deleting old messages that you'll never read, and filing the important ones into folders that are either labeled by date (e.g., 2011-01, 2010, 2009) or broad categories (e.g., TO DO, FAMILY, RESOURCES)...

## **GENERAL AND MISCELLANEOUS ADVICE**

- FOOD: Eat breakfast within one hour of waking up. Tip by Debbie from <a>@4elementskettle</a>
- **WATER:** Drink 8-16 oz of water 1st thing in the morning and 15 min before each meal; see if it changes your appetite.
- **CHILDREN:** Get as much sleep as possible before you have any babies, and don't expect any once they arrive.
- PARENTS: If it's something you don't want your children to do, then don't do it yourself (or at least don't do it in front of them).
- **CLOTHING:** Go through your clothes and shoes and donate the ones that you haven't worn in the last year, or throw out if they're unwearable.
- **SHOES:** If your shoes are too big, stuff cotton balls or part of a cotton ball inside the front where your toes go. Or get new shoes.
- **BATHROOM:** Every time before you leave a bathroom or bathroom stall, check the buttons/zippers/snaps and the back of your pants/skirt to avoid embarrassing moments like a trail of toilet paper following you.
- **SHOPPING:** When an item is for sale in a store, you still have to spend money to purchase it. Instead of impulse buying, write it down in your "wish list" notebook (what it is, where you saw it, and how much it costs) -- then go home. If you find yourself needing to use that item (or really, really wanting it) at least twice in the next week... then go back and see if it's still on sale. Or better yet, check to see if it's available for less online.



- **SPORTS:** When running a race, keep your eyes locked on the farthest/highest point you have to go before you have to turn/go downhill/end!
- **COMMUNITY LIVING:** Let's say someone you live or work with regularly has been doing something that you find annoying; wait one month and keep track of whether it's still happening and how often. If after a month it's still annoying you, approach the person with a constructive idea how adjusting the behavior might make life better for both of you. If after a month you don't remember what it was, then you can let it go.
- **SICK/ALLERGIES:** If you are consistently coughing and/or sneezing a lot, perhaps you have allergies. Claritin may help but if not, go to a specialist.
- **BE PREPARED:** When you are buying furniture or a light bulb, first measure the space where you are placing it (or bring the busted bulb along).
- **LOVE:** Focus on doing one thing at a time today, including giving each of your loved ones undivided attention for at least 8 min each.
- **SLEEP:** Get some sleep. You'll feel better in the morning (hopefully)...
- **MORE ADVICE:** If you submit a question or problem at <a href="http://www.inkwhy.com">http://www.inkwhy.com</a>, look for an answer at <a href="http://inkwhy.com/blog.html">http://inkwhy.com/blog.html</a> shortly thereafter.

#### **OTHER RESOURCES**

Looking to start a Business Blog? Free videos here: <a href="http://inkwhy.bloggingforprospects.com">http://inkwhy.bloggingforprospects.com</a>

The 7 Great Lies Of Network Marketing: <a href="http://inkwhy.the7greatliesofnetworkmarketing.com">http://inkwhy.the7greatliesofnetworkmarketing.com</a>

The Renegade Network Marketer: <a href="http://inkwhy.therenegadenetworkmarketer.com">http://inkwhy.therenegadenetworkmarketer.com</a>

The Attraction Marketers Manifesto: <a href="http://inkwhy.marketersmanifesto.com">http://inkwhy.marketersmanifesto.com</a>

Marketing System and Community for Entrepreneurs: http://lyearplan.net/inkwhy

Access to the knowledge of 100 best selling business books for less than \$10: http://3443c62g8cawal3ycozbg75t03.hop.clickbank.net

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