

SOS News

Issue 6, November/December 2009

SOS DEVELOPMENT

By the time you read this we will have our new Personal Assistant, and Suzanna will breathe a HUGE sigh of relief! 53 people responded to the single advertisement we placed in the Daily Mercury and we felt a number of them would have been suitable. We interviewed 7 people and have just now appointed **Sabine de Groot**. There are some great people in this town.

Sabine will be responsible for fielding most calls, organising training either on a one-to-one basis, on site groups, or scheduled courses. She will also update and prepare all course material, and give all participants a reminder call a day or two before they are due for training.

We expect all this to start in the New Year, although Sabine is keen to get on with the updating over the Christmas break.

NOVEMBER WINNER!

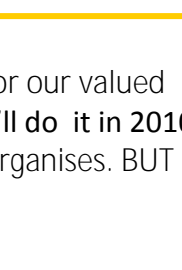
Hello Suzanna,

Just wanted to say 'Thanks' for your newsletters, the tips are very helpful and informative. Also, just wanted to offer 'Congratulations' on the expansion of SOS and all the exciting changes that have taken place in 2009!

Regards,
Kylie Bester
 HR & Training Officer
 Mackay Sugar Limited

*"Aren't we forgetting the true meaning of Christmas?
 You know... the birth of Santa."*

Bart Simpson



APOLOGY

We DID intend to host a thank-you function sometime in December for our valued clients but have got so busy there just wasn't time to organise it. We'll do it in 2010, in fact that can be one of the first things the new Personal Assistant organises. BUT the prize we boasted about in the October newsletter is still on.

The prize is a \$150 petrol voucher.

Everyone who has sent newsletter feedback or completed a client feedback form in the past and up until 31st December 2009 will go into the draw for a chance to win.

To send an e-mail, use the [Feedback Link](#) below or to download and complete the Client Feedback Form, use the [Visit our Website](#) link and to go to "Tell us what you think" at the bottom of the Home page.

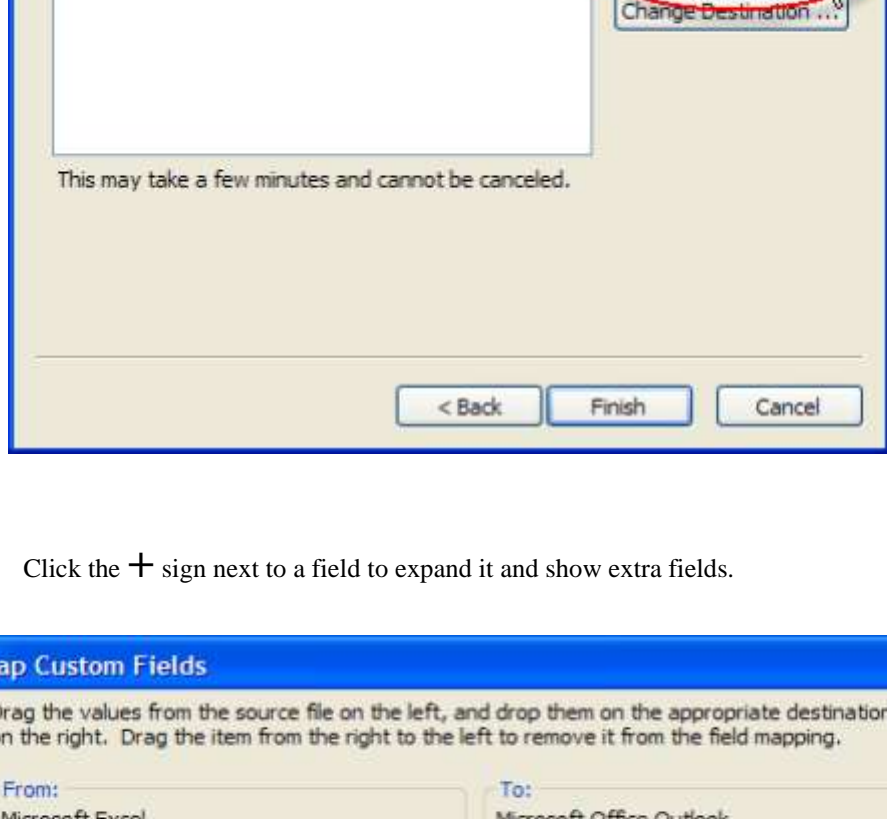
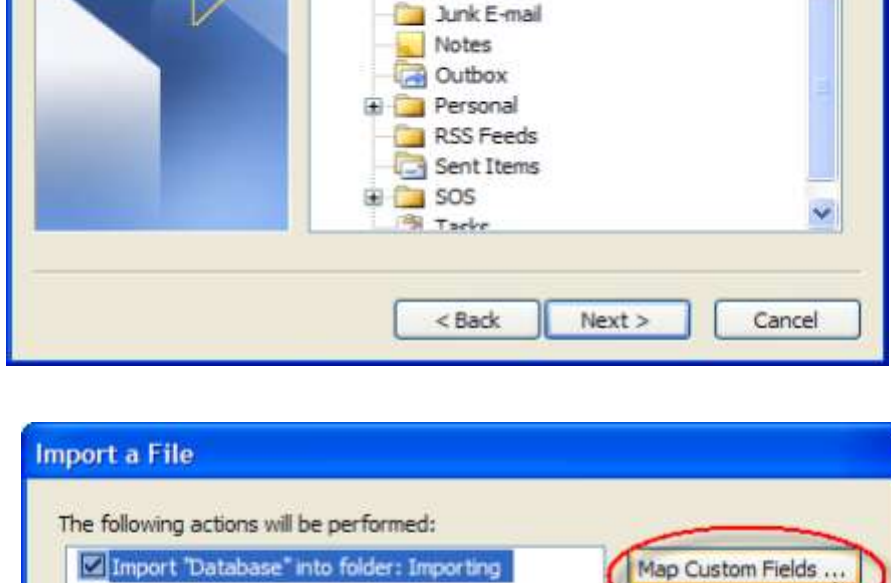
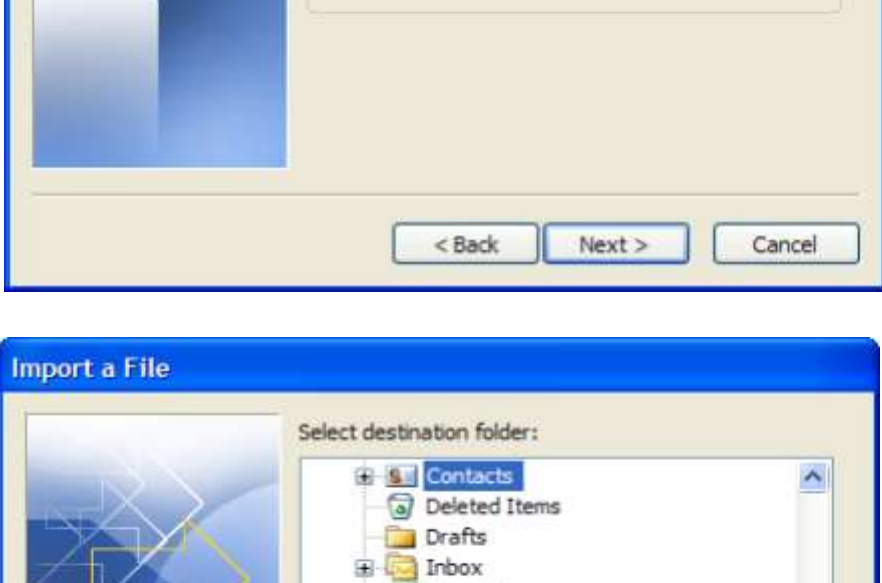
[Feedback Link](#)

[Visit our Website](#)

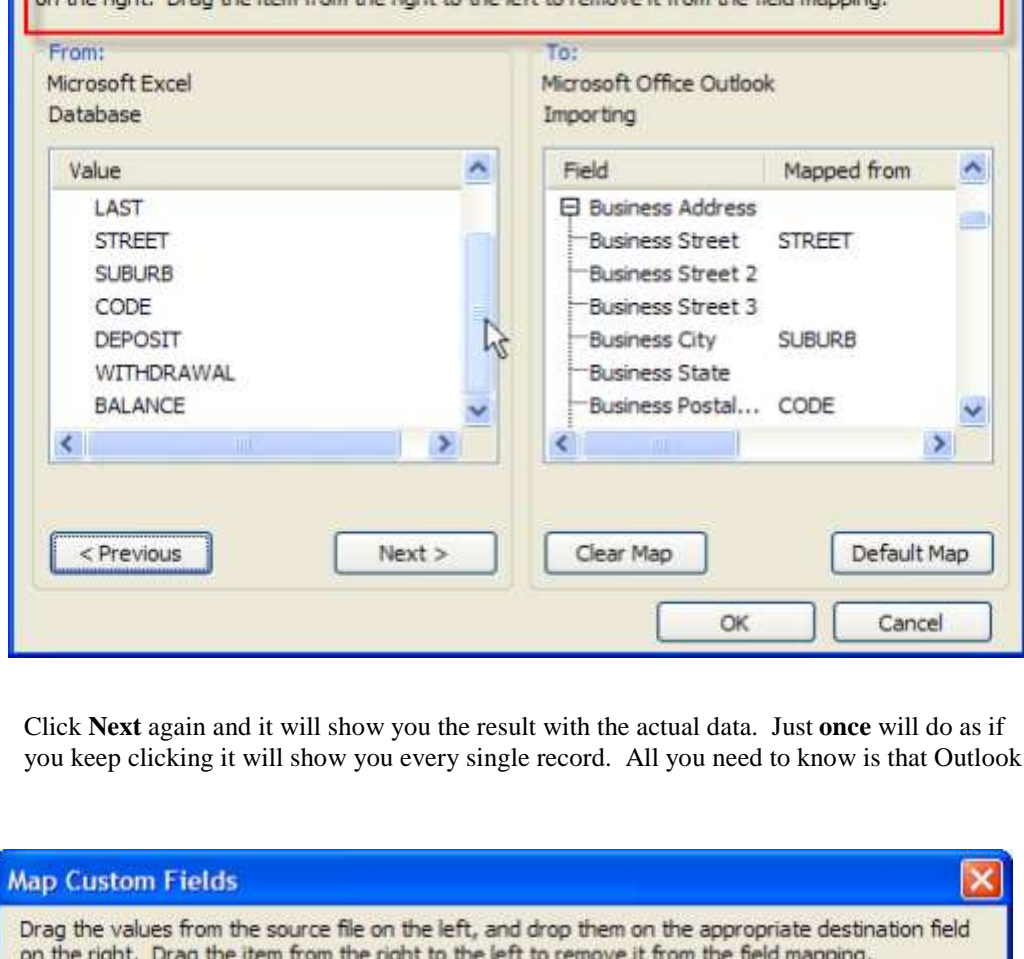
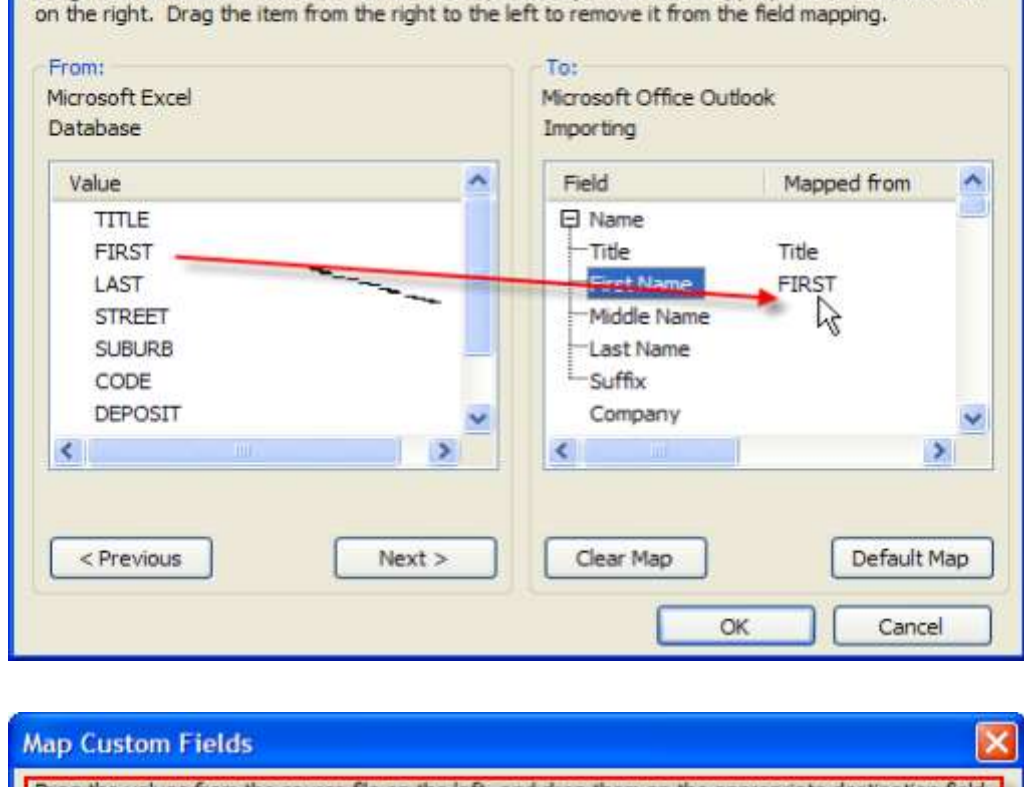
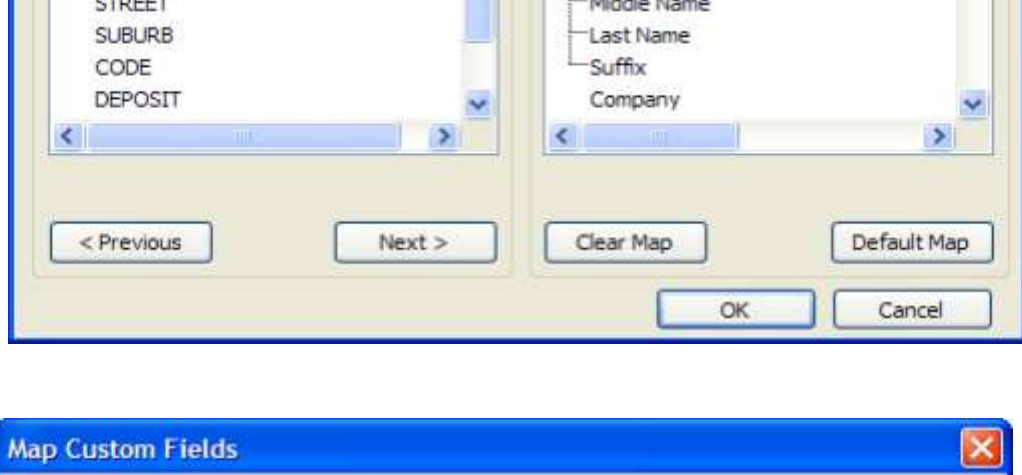
Holiday Bonus Tutorial!

Importing Contact Information from Excel

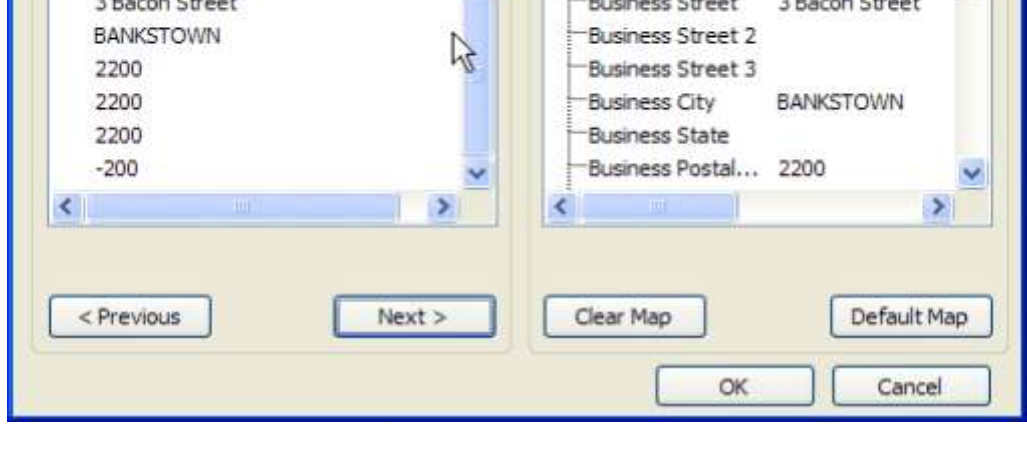
- From the menu choose **File, Import and Export ...**
- Select **Import from another program or file**
- Select **Microsoft Excel ...**
- Browse and select the Excel file that contains the data
- Check the [Option](#) you want (see below).



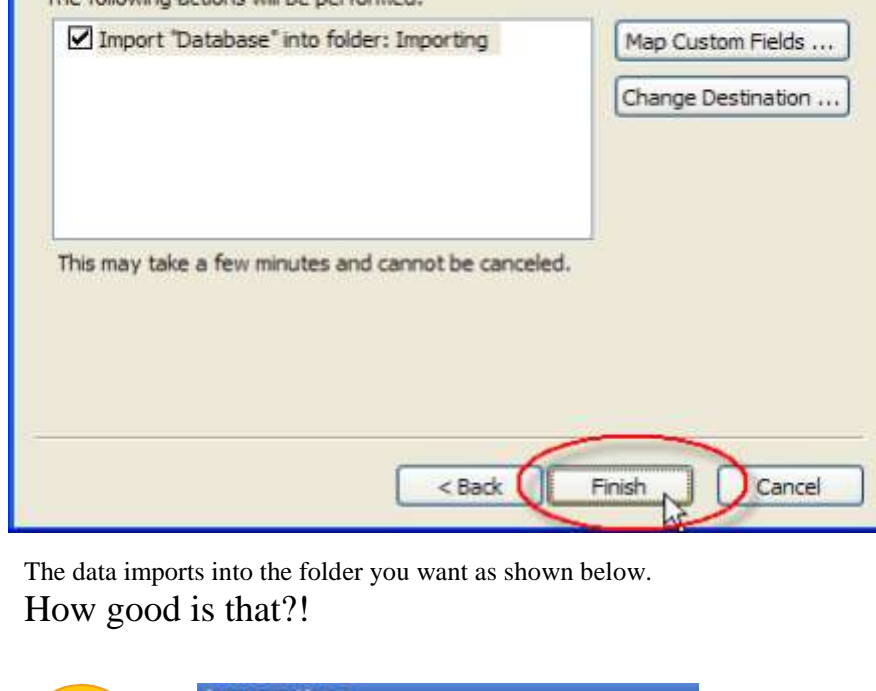
Click the + sign next to a field to expand it and show extra fields.



Click **Next** again and it will show you the result with the actual data. Just **once** will do as if you keep clicking it will show you every single record. All you need to know is that Outlook



Click **OK** and you'll see this. Then click **Finish**.



The data imports into the folder you want as shown below.

How good is that?!



Importing

Access, Random	640 Memory Lane CHIPPENDALE
Bank, Piggy	3 Bacon Street BANKSTOWN 2200
Bank, Porky	3 Bacon Street BANKSTOWN 2200
Bank, Pudgy	3 Bacon Street BANKSTOWN 2200
Doherty, Flower	5 High Rise Place BAKERS HILL 6562
Dollar, Dulcie	10 Nonsense Street GREENBANK
Dollar, Dulcie	10 Nonsense Street GREENBANK 4124
Dreadful, Dollar	95 Dime Drive DARTWORTH
Mean, Money	5 Money Street MEANSVILLE

You have received this newsletter because you are a client of SOS; you have shown interest in our training services, or we have met at a networking event.

To remove your name from our mailing list please [click here](#) to unsubscribe.



Have a GREAT holiday break and for goodness sake... TAKE CARE!