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Tech Tips & More

January 2012
Volume 2, Number 1



Wishing You a Happy and Healthy 2012!

Maureen O'Donnell from Quincy University won the December Quiz

Congratulations to Maureen who won a \$20 gift card for Starbucks.

The answer for the December quiz was b: Bedford Falls is the name of the city in the movie classic "It's a Wonderful Life."

January's Quiz Question:

What is **NOT true** about the New Year 2012?

- a. 2012 is a Leap Year with 29 days in February
- b. January 1, 2012 will start first on some of the islands in the Pacific Ocean including Kiribati, Christmas Island and Kiribati
- c. Tokelau (New Zealand Territory) will switch time zones this year and skip December 30 altogether
- d. There will be 3 eclipses in 2012; Annular solar eclipse on May -21, Partial lunar eclipse 4, and Total solar eclipse on Nov. 13-14.

Be the first to email your answer to sally@ITConsultingAssociates.com to win a \$20 Starbucks Gift Certificate. The winner will be announced in next month's newsletter. Good Luck!

Let Technology Help You Achieve Your TOP 4 New Year's Resolutions

Thinking about setting the "usual" New Year's resolutions of losing weight, being more organized and getting out of debt, but have a feeling deep down you aren't going to follow through? We're here to help! Below are 4 common New Year's resolutions and simple techie ways to keep you on track.

#1: Be More Productive

If improving your time-management skills is one of your New Year's resolutions, this will be a BIG help: Turn off the automatic send and receive for your e-mail (I can almost hear the gasps of horror). Admit it, you're addicted to e-mail and if you're like most people, you're checking it constantly. In fact, there's a good chance it's the first thing you do in

the morning and the last thing you do at night. If you want to stop the constant temptation to lose focus on your work, simply turn off the automatic send and receive function, forcing you to click on the "Send And Receive" button at set times. If that's too "cold turkey," you could at least turn off the sound and icon popup so you're not distracted by it while working.

#2: Save Time

After e-mail, checking social media sites can be another huge time drain. If you are wasting a lot of time on Facebook, good content filtering software can keep you in check by preventing you from accessing these sites from your work PC.

#3: Lose Weight

Pearson's Law states that anything measured improves, and anything measured and reported upon improves exponentially; so if you want to lose weight, you might sign up for www.MyNetDiet.com and start tracking everything you eat. This site allows you to set and track your weight loss goals by allowing you to post what you ate and then counting calories for you. If nothing else, it will help you think BEFORE you eat because you need to track the calories!

#4: Get Organized

If you're like me, you've got a million things going on - from business, family and everything in between, it's easy to get overwhelmed and forget tiny (but important!) details. Using www.Evernote.com can help. Evernote allows you to capture and organize any files, notes, websites, audio or hand written notes in one easy-to-learn interface. And with the mobile app, you can capture a to-do item or reminder at any time without the fear of losing it.

Did You Know?

You can accept credit card payments with your iPhone, iPad or Android phone. To handle transactions there's an application where you can type in the credit card information, or you can get a swiper that plugs into the smartphone that integrates with the application. All you need is an application on your phone and a swiper that several merchant processors will give you for free.

Entrepreneur.com has an interesting article if you'd like to get more information on different providers and things to watch out for at <http://www.entrepreneur.com/article/217711>.



"Ask JC"

For the New Year, we have added a new section to our Monthly Newsletter called "Ask JC." If you have any technology questions, or want to learn about new apps or cool gizmos, submit them to sally@ITConsultingAssociates.com and we'll get them answered for you. Some of the questions may be published in the newsletter.

Meet Garfield...

In case you're wondering what's happening behind the scenes when I create the IT Consulting Associates monthly newsletter, meet **Garfield**. Weighing in at 16 lbs., Garfield frequently sits on my lap, hoping for an occasional petting.

Garfield is a Maine Coon cat, one of the oldest natural breeds in North America, native to the state of Maine, where Coons are the official state cat. And in case you were



wondering, people frequently confuse him with the famous, movie-star Garfield.

Quote of the Month

"Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work."

-- Vince Lombardi

We Want to Keep Giving Away Cash for the New Year!

Believe it or not we still have lots of **\$103** dollar bills to give away this New Year. WHY? We'd like to pay you **\$103.00** for every business you refer to us that becomes a client. We'll pay you \$25 if your referral takes an appointment and another \$78 if they become a client.

Simply send your referral contact info to referrals@ITConsultingAssociates.com, or fax to 773-409-3350 or call Sally at 847-868-9253 ext.202.



Would You Like to Submit an Article, Story or Tip for our Newsletter?

Do you have a funny story or resource to share with other subscribers? We are always looking for new and useful content to add to our newsletter including partners who want to submit articles. Submit to sally@ITConsultingAssociates.com

Keep Warm this January!

A handwritten signature in black ink that reads 'Sally'.

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