



Traralgon Business Centre

Ph: (03) 5173 6800

We make business look great

Address: 55 Grey St, Traralgon
www.traralgonbusinesscentre.com.au

December 2013 Issue

Welcome to the TBC newsletter...

TBC update by Stacey: Christmas time is soon approaching! The Traralgon Business Centre will be closing at 5:00pm Friday 20th December 2013, and re-opening at 8:30am Monday 6th January 2014. From everyone here at the Traralgon Business Centre we would like to wish you a safe and happy Christmas and New Year! ☺



Massage Incentive to have Regular "Tune Ups"

For your Body

Polly is offering 25% off your 5th 1 Hour Massage

This Incentive has proved to be very popular so I am offering it again

All You Need To Do is....

Have a minimum of 5, 1 Hour Massages
Over a 5 Month Period

(*each period re-commences after your fifth massage)

**And receive 25% off your 5th 1 Hour
Massage.**

Standard Rate \$60 for an hour

Seniors Rate \$50 for an hour

Polly's Hours Are:

Wednesday 6pm – 8pm

Thursday 9am – 8pm

Saturday 9am – 1pm

For further information or to make an appointment

Please Telephone Gippsland Wellness:- 5173 6807

Reception hours are Mon – Fri. 8.30am to 5pm



Neil has more than 21 years of financial planning experience, gained through roles with Westpac, RetireInvest, and, most recently, with Bendigo Bank.

Neil's qualifications include a Diploma of Financial Planning through Deakin University and a Diploma of Financial Markets through the Securities Institute of Australia. He is a Certified Financial Planner, as awarded by the Financial Planning Association.



Neil's areas of expertise include retirement planning, investment strategies, risk insurance, social security as well as estate planning.

For advice on:

- Deposits;
- Securities (such as shares);
- Managed investments (including Investor Directed Portfolio Services);
- Government debentures, stocks and bonds;
- Retirement products, including superannuation and retirement savings accounts;
- Personal risk insurance.

To book an appointment call Neil on 0400 897 254.

A Virtual Office could be exactly what you need for your business!

Do you need someone you can rely on to answer your calls and take messages for you but don't want an answering service? Don't worry, we have the solution!

A Virtual Office with the Traralgon Business Centre allows you to portray a professional image for your business. Our dedicated receptionist will answer calls in your business name, take messages and manage your diary for you by taking bookings and following up clients... Talk about not having to lift a finger!

Not only is it convenient but it's affordable too! We have two packages to choose from; with costs of \$50+GST per week or \$80+GST per week.

To find out more about these packages contact us today! (03) 5173 6800





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2 OFFICES NOW AVAILABLE!

Suites 2 & 11 are now available full-time here at the Traralgon Business Centre, so don't miss out on this wonderful space!

You can have it all... Ideal location, close to reception ... and that's just the office!

Included in your package:

Basic reception services, kitchen facilities, wheelchair access, discounted rates for Meeting & Conference rooms...

As well as many more options!

It's all here, why look anywhere else?

Call Stacey today on (03) 5173 6800 and find out how you can make an office all yours!

How to survive the end of the year

Struggling to get to the Christmas finishing line? Think again. Here are our tips for facing the end of year rush.

Feel like you're dragging yourself to the Christmas holiday finish line? The bad news is the hardest weeks are still ahead. The good news is it's not as hard as you think.

Life coach Leigh Rorke says the trick is to stay focused on what gets you through the tough times.

Follow Rorke's tips to a less stressful silly season:

1. Focus on why you love your work

Rather than thinking how much better it will be when you're on holidays, focus on what you enjoy about your work.

2. Work equals holidays

Without the money made from working there would be no holidays or luxuries to enjoy.

3. Keep your eyes on the prize

Step back from the Christmas craziness and make sure you're on target.

4. Say no to those boring Christmas parties

Choose the worthwhile parties and feel free to say no to the others so you can grab back some well deserved me-time.

5. Keep a daily routine to focus on priorities

Make a list of the top three important things you want to achieve in the day. To look at things clearly, take the time to relax before asking yourself what needs to be done.

Read more: <http://www.theage.com.au/small-business/managing/how-to-survive-the-end-of-the-year-20131101-2wqll.html#ixzz2lcr0FlrD>

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