



WomansWork

The Notebook for Norfolk

January 2014

Hi Readers

Hope you had a wonderful festive season with lots of food, drink and merriment. Now to turn our attention to a new year, new plans and the chance to tackle tasks, which we may have been putting off, with renewed vigour! If you have any news, upcoming events, articles, or useful information, feel free to email me at womanswork@chaimarketing.co.uk and we can look at including this in future editions of the Norfolk Notebook. Make yourself a cuppa and read on, enjoy!

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Your News

Norfolk Walking Trails

There are some wonderful walking trails in and around Norfolk, and now there is a new interactive map which makes it even easier to plan your ramble. Visit <http://bit.ly/IRZike>

Teddies

Second hand clean teddies and toys wanted for re-sale for the RSPCA wildlife centre at East Winch. Please telephone Karen on 01485 601499 for collection (can only collect from the West Norfolk area). Or you can drop them off at the centre – please visit <http://bit.ly/19xioZc> for details.

Complete Chillout

Inner Space
NR2 4PA

Sat 15th Feb
10am-3pm

£35 (including light lunch)

simple dance moves, mindfulness and breathing for bliss led by Anne Francis



Call Anne to book 07899 953 974
info@carnivalconsulting.co.uk
www.dancefitnessnorfolk.co.uk

Events

New Year, New Career?

We all say that we want to move forward in our careers. We all hope that this will be the year in which we take huge strides forward.

But what are you going to do differently this year to ensure that you make huge strides forward in your career in 2014? What are you going to invest in your personal career development?

Career Ambitions is run by two Cambridge-based career coaches who have extensive experience working with talented individuals in a range of industries to find them the career of their dreams. Their first event of 2014 is a

Career Skills workshop which will enable attendees to experience key insights into what makes them tick, how to use their transferable skills and how to stand out from other candidates.

This interactive workshop is taking place at St Johns Innovation Centre, Cambridge on Friday 24 January. It costs £150 per person with an optional cost of £85 solely for the morning (Writing Powerful CVs) or afternoon (Job Searching and Interview Skills). Places are limited so early booking is strongly recommended.

To find out more and / or to book your place, visit <http://bit.ly/19yeSvb>, call 01223 633535 or email support@careerambitions.co.uk.

Training

Self-employment Training

Due to the outstanding success of the Enterprise Norfolk self-employment training programme in South Norfolk, we are delighted to announce a 12 month extension.



Enterprise Norfolk (South) is funded by South Norfolk Council in partnership with Norfolk County Council, to offer free pre-start, business planning and ongoing business skills advice and support to South Norfolk residents either considering self employment or already running a small business.

Over the past 15 months nearly 200 people have engaged with the programme, and 33 have already registered self-employed with 28 due to launch early this year.

"Many thanks for delivering such a stimulating and extremely enjoyable course. I benefited greatly from the three days and learned an enormous amount of extremely useful

information, which I hope to put to good use." Dr J.R. Alban, Archives and Heritage Consultant

Upcoming courses in January can be viewed here – <http://bit.ly/1d2YAYQ>

Anyone wishing to learn more or register for the introductory one day Business Basics Workshop should call or email Chris Leighton Business Skills Clinic 01603 516550 or chris@businessskillsclinic.com. One to one advise sessions are also available by appointment.

Articles

6 Small Steps To...Making Resolutions You Can Stick To

By Pavlenka Small, personal development, career coach and mentor. Author of: 'From Dream To Reality-7 steps to setting up a small business,' and CD: 'Small Steps to changing your career.'

So we have had time to reflect on the year behind us and think about the year ahead and it's the time of year when we set New Year resolutions. However, do you actually achieve what you set out to accomplish at the start of each new year?

Apparently the top four New Year Resolutions are:

- Increasing exercise
- Being more conscientious at work
- Developing better eating habits and losing weight
- Stopping smoking, alcohol or using drugs

So if you find it hard to stick to your good intentions, here are some tips to help you on your way:

- Be realistic - if you enjoy drinking, for example, but feel you have been overdoing it recently, decide on what will work for you. Some people are happy eliminating drink altogether for a couple of months whereas others will find just cutting down on drinking for two or three nights a week makes a difference. You are more likely to succeed if you don't feel you are depriving yourself of one of your pleasures in life!
- Plan ahead - you may have heard the expression: 'Fail to plan, plan to fail' and it is more likely that you will stick to something if

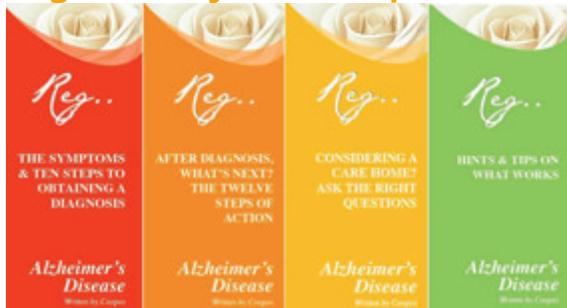
you actually set up systems to make it happen. So if you want to go to the gym, factor it into your diary rather than going 'when you feel like it!'

- Break big goals down into smaller, more manageable goals and visualise what each goal will give you when accomplished.
- Don't be too hard on yourself - it is inevitable that you will fail to stick to your goals 100% of the time but this just shows you are human. Rather than regretting your lapses, remind yourself what you have achieved so far and aim to get back into a routine again as soon as possible.
- Stick to your plans for at least 21 days - experts say it takes about 21 days for a new activity to become a new habit and six months for it to become part of your lifestyle. Your new habit will soon become second nature and remember, practice makes perfect.
- Avoid the self-doubt - once you decide to make some changes, the voice of self-doubt often creeps in and if you listen to your negative thoughts, they are likely to kill even the best of intentions.

Here's wishing all Notebook readers a happy and peaceful New Year.

Your Books

Reg Books by Jane Cooper



The Reg series of books offers families practical advice on how to improve life with Alzheimer's. It can be terrifying if someone you love has been diagnosed with Alzheimer's disease. The feeling of helplessness, of being out of control and the pain of seeing someone you love slowly disappearing can leave you wondering how you will cope and whether you are up to it. Available from Amazon or visit <http://justcallmereg.com/> to watch the video.

If you think you'd like to take a proactive approach to Alzheimer's in your own family Jane can help, call her on 07801 287213.

Networking



Your Invitation

You are invited to join the ladies of East Anglia Women Networking for brunch at the Yard Bar, Maids Head Hotel, Norwich 10am - 12pm on Tuesday 14th January 2014.

The topic for this event is **Sticky Customers - getting them to stick around.**

Dawn Fry 'Customer Experience Champion' of The Melting Pot shares her hints and tips.

You are guaranteed: -

- ✓ A warm welcome and a friendly, supportive, encouraging and empowering meeting.
- ✓ A comfortable, easy environment for first time and very nervous networkers.
- ✓ A tasty brunch with vegetarian option and leafy greens.
- ✓ Your business category will be protected if you join us as a member.
- ✓ Discussion sponsors on subjects designed to benefit the group.
- ✓ An easy street from the city centre or free car parking at the venue.

Please note that spaces are limited, so it's best to book in early to secure yours.

A £15 fee will be payable for all meetings. Should you wish to join our friendly group the fee you have paid as a 1st time visitor will be offset against your reasonably priced annual membership. If you are accepted as a member your business category will be protected.

If you require further information please contact the member who gave you this invitation or Judith Flowerday on 07769 256740 or judith@daretofly.co.uk

We look forward to meeting you soon!



* It will only be possible for you to attend if your business category isn't already represented by one of our current members.

Would you like to connect with other Business Professionals in the Norwich area?

The Women in Business Network is currently expanding the WIBN Norwich group. We are not a referral organisation but pro-active business professionals who are serious about improving business opportunities by networking with other women in the area.

WIBN members and visitors form strategic connections, they collaborate to enhance and complement each other's businesses. The meetings are structured and effective, whilst also supportive and friendly! Details as follows:

Date: Tuesday 21st January
Venue: Royal Norwich Golf Club
Time: 12 – 2 pm

Venue: Royal Norwich Golf Club, Drayton High Road, Hellesdon, Norwich, NR6 5AH
Tel: 01603 429928
Cost: £24 (this includes lunch and refreshments)

If you would like any further information please email insafehandsoffice@gmail.com. You can also visit www.wibn.co.uk

I look forward to meeting you soon and hearing about your business. Julie

Useful Information

HMRC's Digital Education Products

HMRC has digital education products for Small & Medium Enterprises (SME's). Some of the products available include:

E - learning

Modular e-learning packages for customers to work through. The content covers the information required when starting in business and packages can be tailored to respond to specific challenges relevant to that trade/profession. Visit <http://bit.ly/1d3MPS1>

Webinars (Online Presentations)

These can either be a pre-recorded webinar or a 'live' webinar. The 'live webinars' can be booked through HMRCs website, last around an hour and you have the opportunity to ask questions. It is also possible for a live webinar to be arranged just for you for a meeting or training session if you have the necessary equipment. Visit <http://www.hmrc.gov.uk/webinars>

Twitter/Flickr

Updates from HMRC can be followed at @HMRCgovuk and www.flickr.com/hmrcgovuk

Budgeting for payment of Tax & National Insurance Contributions

A new tool is available on HMRC website to provide guidance as to how much money to set aside for Tax/National Insurance. The Ready Reckoner calculator tool can be found at <http://bit.ly/1iqdUpK>

Mobile Devices – App's (applications)

Please note the following in relation to a business record keeping spreadsheet. Apps for mobile devices can be found at <http://bit.ly/1dkOsOP>

Deadline

For the February 2014 edition, please send your information no later than 12 noon on Friday 25th January. To make life easier please send your information to me as soon as possible.

Take care and speak to you again soon,
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womanswork@chaimarketing.co.uk

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