

"How To Gather Online Secrets"

By Polly Hummingbird

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Article Of The Week <http://articleoftheweek.itgo.com>

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Summary

Learn a way to gather online secrets that can help your succeed in your business.

Article

The success of a company usually depends on a collection of secrets that make it run well. These secrets can be anything from a system, a technique, a software program, a method of marketing, to the type of personnel the company employees.

Like all secrets they will come to you at odd moments or in unusual ways. Sometimes you may remember them and try them out at a later time, but mostly they will simply vanish from your mind.

A true entrepreneur is devoted to the success of his/her company. Any secret that can benefit the business should be studied seriously and given a try.

The following method is a way to gather secrets that can help you succeed in your business. It is meant to be used when you are online or surfing the Net. You can also use it offline as well.

Feel free to adjust any of the steps to better suit your own purposes.

1. Purchase a stenobook (the kind that flips up).
2. Write your company name on the front cover and number the book 1.

3. Use a post-it-note to mark your current place in your stenobook, so it is easy to flip to.
4. Each time you browse the Internet, or you come across good idea that could benefit your business, write it down in your stenobook. Then circle the entry. Use one side of the page only.
5. Once a day go through all the entries in your stenobook and act on those you can.
6. When you complete an item, check it off inside the circle. If you decide not to do an item, put an X in the circle. If the item is information or an idea only, put a triangle inside the circle.
7. When a page is completed in your stenobook, put a colored hi-liter dot at the top of the page. Then when you are glancing through your stenobook you can easily see what pages are done and which pages still have active items on them.
8. When your stenobook becomes full begin a new one and number this book 2. Keep the first one nearby until all the pages are marked.
9. Store your completed stenobooks for possible future reference.

Examples of entries you can make in your stenobook are:

- * a website address to a useful site
- * an email address of a person or organization
- * a newsletter you may want to subscribe to
- * something new that is being done on the Internet
- * a tip or clue you think might work for your business
- * online research results
- * something great that someone else does

So, no longer let those secrets pass you by. Capture them in your business secrets stenobook. Soon you will notice a control returning to you. Watch your business go from an amateur effort to a respected and successful company.

About The Author

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