

Traditional Data Entry

Chapter 1: Traditional Data Entry Defined

Debbie Is In A Slump

When Debbie looks at her computer screen, all she sees is blank space. A blank space to make up for her lack of creativity and the disconcerting look on her face, staring at her like hindsight from the reflection in her office mirror. She longs for her own blank space, something more than just a place to answer questions from strangers about things that she knows nothing about; she feels she was born to do more.

Online tonight, Debbie looks at the blank space on her screen and thinks deeply, ideas resonating in her head with uncertain steps, the blank space filling slowly with broken graphics, lost brainstorm looking for an owner, page fills with words and letters that signify change and June finds herself in two words:

Data Entry

Clearly conscious of herself through blind vices as her dog Puppy slobbers all over her brand new pair of shoes, Debbie forgets that she hated her life just a few minutes ago, and by extension her lack of vision for things that are less important than herself. She finds the answer she's been looking for all along and quietly whispers to herself, "Data. Entry." Debbie smiles and begins her journey.

I had my doubts that traditional data entry was still relevant. After all, with the advent of technology and the daily introduction of communication gizmos and gadgets into our everyday lives, it would have seemed to me that the concept of someone sitting in front of a keyboard would be, at best, utterly obsolete. But the more I looked around, the more I realized that there is still a very real need for data entry positions to be filled. From secretaries to stenographers, industries all across the country still find the work of a data entry specialist essential to the everyday operations of their businesses.

The best part is that people no longer have to leave their homes to be a part of this profession. Now, with the click of a mouse and the stroke of a keyboard you, too, can reap the benefits of working in the data entry industry.

But what is traditional data entry? What is the industry REALLY paying? And how has the internet changed the definition of traditional data entry? I've shared the answers to these questions as well as many more in my e-book, "Traditional Data Entry in the Information Age", as well as this supplement. No longer will you

e wondering what opportunities there are out there for you to take advantage of. I will tell you what jobs are out there, I will tell you how to get them, and I will tell you what you need to successfully break out of the seemingly helpless situation you are in and become financially independent, possibly even starting your own virtual business and cementing your place in the data entry and telecommuting industry.

Much like Debbie, I had reached a dead-end phase in my life recently. One year after moving cross-country following a messy divorce, it was just me and my 4 year-old daughter Lindsey, sitting in front of my computer, out of options. I had worked in the same office for years, doing everything from administrative assistant to office manager, and I'd been able to make ends meet until then. In fact, because my ex-husband had a great job, I was able to save up a substantial amount of money. The cash was originally intended for our daughter's future, but after the marriage fell apart, I was forced to use those savings for our move and the divorce instead. They were enough to get Lindsey and me through that year, and I had the love and support of my family and friends.

Still, I needed to do something quickly. The savings were dwindling and I couldn't just leave Lindsey alone at home while I was away at an office for eight hours, working to pay for the bills we were mounting up. I couldn't afford to pay someone to watch her while I was at work. My car needed to be fixed, my rent had just gone up and all I really had was my computer and my experience. Many sleepless nights and fruitless attempts to make money later, I found some information that changed the direction in which my life was heading and gave me a chance to rebuild my future for myself as well as for my little girl.

It used to be that data entry jobs literally consisted of just typists and word processors. However, it turns out that now there's much more to data entry than just plugging numbers into a spreadsheet. There are numerous paths that you can choose from when considering a career in traditional data entry. The road to a fulfilling career path in the data entry market begins with this book. I found out the inside scoop on this rewarding career and now, so will you.

Congratulations on the beginning of an interesting journey!

Question 1: What Is Traditional Data Entry?

Here are some of the questions you'll find the answers to throughout this book:

- .. What is traditional data entry?
- .. Which jobs typically fall under this category?
- .. What kind of experience do I need to have?
- .. How much money can I make?
- .. How can I work in traditional data entry from home?
- .. What are the advantages and disadvantages of working in the data entry field?

.. How can I avoid being the victim of data entry scams?
...and many more.

According to thebusinesssite.com, data entry is defined as “the transcription of information from an original source into a machine-readable form’. This, of course, can be done through the use of:

- .. Computers
- .. Typewriters
- .. Keyboards
- .. Scanners
- .. Voice recognition devices

Simply put, traditional data entry is any job that involves putting information into a system or database. The type of information ranges from client lists to numbers. Traditional data entry is NOT to be confused with non-traditional or simple data entry, which actually involves an entirely different process.

A data entry worker uses a word processor, computer or typewriter to type letters, reports, forms, rough and corrected copies of documents, as well as transcribing voice recording from audio to paper. Data entry personnel generally deal with data and details more than they deal with ideas.

When I started in the field of data entry a few years ago, my tasks were essential, but generally simple. Some of my duties included, but were certainly not limited to:

- .. Entering information onto a data
- .. Printing and making copies of the work
- .. Putting together reports and other finished documents
- .. Answering phones
- .. Using scanners to input data into a computer for editing
- .. Transmitting and communicating work electronically to other locations
- .. Filing and storing completed documents
- .. Transcribing notes from recording devices.

In recent years, with technological advances pushing forward almost daily, traditional data entry has evolved into more than just “punching in numbers”. And it definitely involves more than just typewriters and keyboards. In fact, typewriters and keyboards have indeed become a thing of the past.

These days, computers have become the new “typewriter”, a lot of times eliminating not only the paper shuffle, but even the mailing issue, as many companies now communicate largely by email and instant messaging. Part of the evolving responsibilities of data entry personnel include the regular use of email,

spreadsheets, word processing software and even instant messaging as part of the daily grind.

ACTION STEP: FAMILIARIZE YOURSELF WITH TODAY'S TECHNOLOGY

Puppy, the Catalyst

Puppy really likes Debbie' new shoes. They're brown, expensive and genuine leather. But Debbie doesn't seem to care. Data entry is all that she can think about, as she goes online and performs Google searches, prepares resumes and cover letters, and ignores her dog's newfound treat.

Debbie has only been unemployed for a couple of months. She knew that it was just a matter of time before her administrative assistant gig was done. After all, the temp agency had told her that the assignment was temporary. She just didn't realize how temporary it was going to be.

The office that she was working for suddenly closed and, although the temp agency had promised to give her another assignment, there was nothing available for her. So now, she sits home in front of the computer, feeding brand new shoes to her dog and Googling opportunities in her area for data entry jobs.

Debbie is finding out rather quickly that data entry isn't just about secretarial work. Who knew there were so many career possibilities available and open for her to explore? She's doing her research, lots of it, and she's looking at every possible angle. Debbie fills the blank space on her computer screen with researched job information, hoping that the information is soon replaced with countless job offers from various venues needing her expertise.

It isn't unusual to see people whose main job is entering information into a computer performing other clerical duties as well. It also is far from unusual to see people using these jobs as a stepping stone for advancement opportunities and higher positions within a company.

Summary

Traditional data entry positions have evolved from merely typing and filing assignments to technologically enhanced jobs that are vital to the growth of many industries in the business world. No longer limited to secretarial work, data entry offers opportunities for growth and advancement while taking everything from word processing to mailing to a whole new level.

**ACTION STEP: DO YOUR HOME WORK ON DATA ENTRY JOBS!
FIND OUT MORE ABOUT TRADITIONAL DATA ENTRY!**

How Google Defines Data Entry

U.S. Department of Labor
The New York Career Zone
Workaholics4Hire
Wikipedia–DataEntry

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Chapter 2: Types Of Traditional Data Entry Jobs

The world of traditional data entry was once dominated by two main job titles: word processors and data entry keyers. These positions, according to the U.S. Department of Labor, basically consist of the following tasks:

WORD PROCESSORS:

- .. Set up and prepare reports, letters, mailing labels and other text materials

- .. Key headings on form letters
- .. Address envelopes
- .. Prepare standard forms on a computer
- .. Use computers to record, edit, store and revise letters, memos, reports statistical tables, forms, and other printed materials
- .. Manage miscellaneous office tasks as assigned

DATA ENTRY KEYERS:

- .. Input lists of item numbers or other data into computers
- .. Complete forms that appear on computer screen
- .. Manipulate existing data
- .. Edit current information
- .. Proofread new entries in database for accuracy
- .. Data source information examples: customer information, medical records, membership lists.

Today, traditional data entry includes everything from secretarial work to stenographers or court reporters. These positions account for a large amount of the openings in many industries. Bank tellers, medical transcribers, secretaries, computer programmers, dispatchers, typists, even library assistants, the list goes on and on...they all have data entry responsibilities.

And with the demand for such positions to be filled, so grows the demand for the most experienced people to be placed in those jobs. That's where this book will come in handy for you. Armed with the information provided to you in this annual, you'll be ready to tackle your job search, applications and interviews with ease and confidence.

After finding out much of the information that I'm sharing with you today, my prospects improved substantially and I felt more sure of myself during phone calls, introductions and interviews, knowing that I had all of the skills needed for any position that I applied for. Whether you go to a temp agency or directly to the source, I hope the information in this book will be of great help to you, my friend.

ACTION STEP: NARROW DOWN YOUR AREA OF INTEREST!

Debbie Doesn't Know What She Wants

A couple of months ago, Debbie was working for an insurance firm as an administrative assistant. The position was a lot of arranging schedules for her boss and entering quotes into Excel spreadsheets, typing letters to prospective clients and contacting sales reps. Before then, she worked in the accounts payable department for a lumber company.

Debbie knew all about numbers and all about typing. She often marveled at the variety of jobs she had performed over the years; she had even recently finished a stenographer course. She'd thought about being a court reporter; she had a friend that had convinced her to take the class, and to be honest, she wasn't sorry at all. Right now, she wasn't sure of what she was looking for, exactly, but she really loved having such an array of experience under her belt. In a data entry career, that kind of broad knowledge can only help. After all, there are so many jobs that she can do.

Debbie has been tweaking her resume for a couple of hours now, Puppy still salivating on what remains of her brown leather shoe. She reaches down to pet him and sighs at the shreds of chocolate hued hide lying on the green colored carpet. Picking up the pieces of leather, she takes the shoe and throws it in the wastebasket. Not much that she can do with just one shoe.

Her cell phone rings, novelty ring tone yelling for attention in the form of a drunken celebrity demanding that she pick up. Talk button pressed, she greets the voice on the other end politely. A couple of minutes later, she hangs up the phone and, glancing at Puppy, she smiles.

Debbie has an interview.

Summary

We have come a long way from the days of mere word processors and data entry keyers into the 21st century, where the need for more positions has created a demand for more skilled workers. From libraries to courtrooms, nearly every industry is experiencing a reinvention in data entry jobs that's more up to par with today's technological and fast-paced environment. Books like this one can help

guide the prospective job-seeker in the right path to success in the traditional data entry market.

TO FIND A DATA ENTRY JOB TODAY, VISIT THESE SITES:

Career Builder
AppleOne.com
Data.Entry.Jobs.com
Kelly Services
Monster.com
Adecco
HotJobs.com
Contracted Work

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Chapter 3: Gaining The Right Experience

It's no secret that those who get ahead in the business world, 9 times out of 10 are the ones with the most experience. While it isn't necessary to be a data entry guru to get ahead in this business, it is worth noting that the more experience you have, and the more skills that you possess, the more potential employers will feel that you have to offer.

In data entry, efficiency is the key, and that efficiency is built with experience. It is essential that the person you are interviewing knows that you know what is expected of you and that you are more than capable of not only meeting, but exceeding their expectations. Again, that doesn't mean that if you have no experience you won't get the job. But think about what you can offer that company by being in the position you are applying for, and see how your experience can be used in that position.

Depending on the specific area of concentration, a Bachelor's degree may be needed (Business and Marketing degrees are common), but aside from vocational programs and some online courses, there really aren't many degree programs at major universities that concentrate on data entry. A lot of times, companies like to hire recent high school grads with typing or word processing experience.

Other skills often sought out by prospective employees include:

- .. Excellent written and oral communication skills as appropriate for the needs of the audience, expressing oneself appropriately as well as understanding written sentences and paragraphs in work-related documents
- .. Actively listening, taking time to understand the other party, asking

questions when necessary and not interrupting when inappropriate
.. Successfully managing one's time and the time of others
.. Basic math skills as well as critical thinking skills

ACTION STEP: BRUSH UP ON YOUR TYPING SKILLS WITH ONLINE TESTS! TAKE THIS FREE TEST NOW - <http://www.typingtest.com/>

Debbie Goes On An Interview

The day of the interview arrives and, if Debbie is nervous, she isn't showing signs of it. Puppy paces at her feet, perhaps showing a bit more anxiety than his own mistress. Debbie has no real reason to be nervous. She knows that she's more than capable of getting this job—she has the experience, after all, and plenty of it.

The interview is at a law firm downtown, as a legal secretary. She worked as a receptionist at a law firm years ago, when she was still in college. While she was working there, she had the opportunity to look over the shoulder of Nancy, one of the legal secretaries at that firm.

Debbie was able to ask questions and really soak up as much knowledge as she could about Nancy's position, and because she has a great memory, she was able to remember specific details about the duties and responsibilities of a legal secretary. Of course, as with any job, the duties vary according to employer and Debbie is aware of that. But learning from someone else and paying attention definitely helps to have an idea.

Dressed for success, as always, wearing shoes that she's done well to keep away from Puppy and carrying a killer resume and some great references in her briefcase, Debbie heads out the door and mentally prepares herself for a fantastic interview. Thirty minutes later she's at the offices of Bertow, Lodger and Fritz. The office lobby resembles something out of a John Grisham novel, large and impressive.

Debbie expects Tom

Cruise to walk in at any moment, holding her resume and running from a stampede of ugly, corrupt attorneys. Hmmm...perhaps her imagination is getting the best of her. In any case, after saying hello to the receptionist and introducing herself, the receptionist kindly tells Debbie to have a seat.

.. Knowledge in the following areas would also be helpful:

- o Clerical
- o Customer and personal service
- o Computers and electronics
- o Administration and management

- o Sales
- o Marketing

Opportunities for advancement in data entry are contingent upon skills and training, of course with increases in pay and responsibilities coming into play as well. There are many programs available online to help further training for prospective job seekers. I, myself, have taken advantage of many of these programs and I couldn't be happier!

ACTION STEP: CHECK ONLINE FOR ADDITIONAL TRAINING OPPORTUNITIES

Debbie' Interview Seems To Go Well

It seems as though Debbie has been waiting for hours, although it's really only been a few minutes. Suddenly, out from the glass doors emerges Lionel Bertow, attorney and partner at the firm. He's conducting the interviews today, he explains, as it is his personal legal secretary that will be hired. Introducing himself, he smiles and offers Debbie something to drink—perhaps she's hungry, he asks. She politely declines, thanking him for his hospitality, and without any more delays, they enter his office, and he closes the door behind her.

Bertow has a piece of paper in his hand. Upon casual examination, Debbie notices that he's holding a printed copy of her resume, what she can only assume is the copy of the email that she sent the firm prior to her interview. He asks if she goes by anything other than Debbie or Ms. Field. Debbie replies that people generally call her Julie. Much easier for him to remember, she thinks—excellent.

After spending some time getting to know each other and talking, they get right down to business. Bertow asks about Julie's experience, her recent job history, what she can contribute to the firm, what she feels are her strengths and weaknesses, etc. Julie answers all questions with confidence and without hesitating. Determined to blow him away, she has a response for every inquiry and has questions of her own. Twenty minutes later, she is finally done. Reaching out for his hand and shaking it confidently, she says goodbye and adds that she hopes to hear from him soon.

Debbie leaves the office, excited about the prospect of a new position. She truly believes she will get it.

According to Salary.com, the median range for a data entry clerk is \$24,916. Because data entry is so varied and there are so many jobs that fall into that category, it could really be said that the range of salary varies between the late \$19,000's to the highest at somewhere in the \$40,000. All of that also depends on whether or not you are self-employed.

SUMMARY

Experience and skills in data entry can make it easier to find and retain a job in the field. Although the more experience you have, the more opportunities a person creates for themselves in this field, often times the skills required for a data entry job are pretty basic. ANYONE can be in data entry!

Here is a list of links to help you further your data entry skills:

- .. www.qwerty.com – online data entry training resource
- .. www.uphoenix.org –University Of Phoenix
- .. http://education-portal.com/data_entry_training.html -- Find out which universities offer data entry training programs
- .. <http://www.mrkent.com/> -- Another excellent free testing site, including typing and 10-key testing

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Chapter 4: Avoiding Scams

As unfortunate as it is, scams are out there, and one of the most prevalent scams takes people interested in making a living out of the data entry business, makes empty promises of hundreds of cash a day and takes their money. I'm here to fill you in on the most common gimmicks and how you can avoid them. It really IS possible to make money from home in the data entry field, and it REALLY IS possible to make a good, solid living from it.

But many companies twist that into a half-truth that only wastes your time and makes you invest cash that, more often than not, you can't really afford to waste. Here's a list of tips on how to avoid the most common SCAMS: Check out the job listings. Ask about salary, frequency of pay, how you're paid, and any equipment you may need to provide.

Avoid listings that guarantee immediate wealth or financial success—in other words, avoid get-rich-quick schemes. As we state throughout frequently throughout this entire guide, you have to apply yourself and your talents to the instructions we provide in order to be successful, and that certainly isn't something that will happen overnight. But it is completely feasible to happen if you focus!

This can't be stressed enough—DO NOT SEND MONEY TO AN EMPLOYER! Legitimate employment prospects will NOT ask you for money in exchange for a job. If you are hired by a company, and they tell you that you first must send money for things like “training manuals” or anything else to work the job, avoid it.

Ask for references. This will allow you to check the company's legitimacy.

If possible, ask for a listing of other employees or contractors, and find out how they have worked for them. Contact the references, ask how it's working out, and ask questions about the company and about the employees' experience with them. Don't be shy about asking questions. It is YOUR RESPONSIBILITY to protect yourself and ask questions.

Think twice before jumping into an offer. There are many well-written scams out there.

If it sounds too good to be true, it probably is.

ACTION STEP: REVIEW THE TIPS GIVEN AND PAY ATTENTION TO CERTAIN ADS. BE WARY OF SCAMS!

Although this book concentrates on traditional data entry, there are other work-at-home "jobs" worth mentioning that you should be very weary of:

- Any kind of assembly jobs (example: making jewelry at home)
- Multi-level marketing ("pyramid schemes")
- Claim processing
- Stuffing envelopes

A note about medical billing: Most medical billing jobs are legitimate. However, the sites that list frequently are sites that provide you with software. In this software you'll get job listings, i.e. names, addresses and phone numbers of doctors in the area needing some help in medical billing. This can be helpful, but just keep in mind that if you haven't taken the courses and you don't know what you're doing, doctors WILL NOT hire you!

SUMMARY

It's important to keep in mind that there ARE scam artists out there, and that we need to keep our eyes open and ourselves educated in order to keep ourselves from falling into this trap. The main thing to remember is that there is NO NEED TO PAY AN EMPLOYER to get a job! Keep your expectations high, but realistic. CHECK THESE SITES OUT TO LEARN MORE ABOUT ONLINE SCAMS!

- About.com
- Friends In Business
- SoHo Jobs
- Mommy's Helper Online
- InternetBasedMoms.com

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Chapter 5: Easy Ways To Train and Work From Home

Now, this is the part where things get interesting.

Earlier in this book, I was telling you a little bit about my situation, giving you some background and telling you about the struggles that I faced being a newly-single, unemployed mom. I also told you that it was then that I found some information on the Internet that literally provided me and my daughter with a beacon of hope to be able to finally make it—and we did!

MEET YOUR VIRTUAL ASSISTANT

With the incredible advances in modern technology and the ever-increasing importance of global corporate impact and growth, many businesses have opted for outsourcing positions rather than contracting “in house”, instead choosing to hire “virtual assistants”, people working from home who essentially serve as secretaries or office managers for independent professionals and/or small businesses.

This recent development in the business and telecommunications industry has sparked a phenomenon that data entry candidates are now considering as a pivotal point for their careers as well as for their job security. The tasks may include those of a secretary or an office manager:

Secretarial work

Arranging meetings and travel plans

Project managing

Coordinating logistics

ACTION STEP: TAKE A MOMENT AND START V.A. TRAINING NOW

TRAIN TO BE A V.A.!

Some helpful websites to get you started on the right path!

Assist-U Virtual Assistance UIAVA

Debbie Finds New Hope

During one of her searches, Debbie stumbles upon a web site that interests her, her curiosity almost immediately peaked and a brilliant idea suddenly motivating her to really change her approach to this whole job search thing.

After a lot of thought and thorough research, Debbie has decided to try her hand at becoming a “virtual assistant”. The concept sounds interesting and she has more than enough experience and knowledge under her belt to make it work. Although it will certainly take time to set up the business, not to mention getting the proper training available to do it, the more she thinks about it, the more she really wants to do it.

Debbie goes to Assist-U Online to get the certifications that she needs and the training necessary to make the online venture a successful one. She loves the idea of helping out clients and taking her skills to the next level.

This kind of business puts her at a different level than most peers—she could really make this happen for herself. Puppy sits nowhere near where the computer is. Instead, he takes his rightful place under the dining room table, where he chews on one of her delicious leather shoes. She doesn't seem to mind. As soon as the business takes off, Puppy will have as many leather shoes to chew on as he wants.

Other examples of possible responsibilities and tasks of a virtual assistant may be:

- Finding sources of insurance
- Outfitting an office for minimal budgeting
- Help independent professional with time management, i.e. scheduling meetings and appointments, arranging for pet or child sitting, planning business as well as personal responsibilities
- Doing market research
- Writing proposals
- Sending out marketing materials and news releases
- Handle the billing and bookkeeping
- Updating clients' websites

ACTION STEP: TAKE A MOMENT TO PAUSE AND RE-EVALUATE V.A. TRAINING. MAKE SURE YOU ARE LEARNING EFFECTIVELY!

Debbie Prepares Herself

After taking the courses and looking online for V.A. positions, Debbie begins the quest to plan her virtual office—the hub of operations of her business.

Debbie chooses a section in her house that is free from distractions—no television, no windows, nothing that can keep her from concentrating on the tasks at hand. There, she sets up her computer and printer. Beyond that, she's not sure what else to put in her office, she needs to make sure that everything is immediately accessible. So she visits a few websites that help her with the setting up of her office. After looking over a few of them and taking copious notes, she's done and ready to start taking clients. Through the internet, she finds a few online listings searching for V.A.'s.

Her business is ready to go!

Virtual assistants communicate with their clients through email, phone, fax, online IM, online intranet and through network and file sharing software. They may work

either on an “on call” basis or they can set their own schedule, and they can typically earn anywhere between \$20 and \$45 an hour. Some virtual assistants with more expertise and/or more upscale clients may in fact charge more than \$100 an hour. Some VA’s have retainer arrangements from clients to commit to paying at least 10 to 20 hours per month.

I recently found myself joining the ranks of hundreds who have found their new careers in data entry through the wonderful world of virtual assistance. After going to Virtual Assistance U and getting my certification, I learned that I could really put my skills to the test and make something worthwhile out of all of the experience I have gained in all of my years working on data entry jobs.

Don’t get me wrong: It’s not an easy job. There are clients to talk to, schedules to organize and, in some cases, offices to run and staff to manage, all without being on location. However, as hectic as it can be sometimes, it is just as rewarding. Everything started really falling into place once I got my office set up and I had a couple of clients.

ACTION STEP: GET YOUR VIRTUAL ASSISTANT CERTIFICATION ONLINE

A couple of things you will need to keep in mind when setting up your home base V.A. business:

THIS IS A BUSINESS—like every business that’s starting out, expect it to be a little slow in the beginning. Also, expect the hours to be somewhere in the 12 to 18 hour a day range.

ORGANIZATION IS KEY! – Remember that businesses are looking to you to provide a little order and organization to THEM, so it is important that you have that in your own business as well.

SET UP YOUR VIRTUAL OFFICE PROMPTLY—You will need to have a space for your work, it will have to be free of distractions and somewhere where you are free to do the things you need to do and where you have all of the space you need.

SET UP YOUR COMPUTER (S), INTERNET CONNECTIONS AND NETWORK AS SOON AS YOU CAN—also, it will probably be very helpful to set up a business phone number and a business address. Becoming a virtual assistant was the most rewarding thing I could have possibly done for myself and for my daughter. The first few months were hectic, but once everything settled down and I had my clients, I developed a rhythm and everything else fell right into place. Now, I’m no longer dependent on my family and friends to take care of my financial needs, and I can spend time with my Lindsey.

At the end of this book, you will find a list of links that will help you find out more about Virtual Assistants, setting up a virtual office, and using your years of training and experience in data entry to create a legitimate home business that works for you.

SUMMARY

Thanks to the light-speed technology that grows by leaps and bounds every day, and the amazing innovations in wireless communications, we are now able to use our talents and experience in data entry jobs to our advantage, through the development of home-based businesses revolving around the virtual assistant concept. It's an incredible and rewarding career move that, if done successfully, can ultimately lead to financial security and freedom.

ACTION STEP: SET UP YOUR VIRTUAL OFFICE TODAY AT HOME!

CHECK OUT THESE LINKS TO SET UP YOUR VIRTUAL OFFICE:

- .. VIRTUAL OFFICE—SETTING UP YOURS
- .. SETTING UP A VIRTUAL OFFICE
- .. VIRTUAL OFFICE TUTOR

A WORD ABOUT TRADITIONAL DATA ENTRY WORK AND YOUR HEALTH:

People who work or are considering working in the traditional data entry field should be aware that the position often requires a person to sit for long periods of time. Walking or short exercise breaks are recommended to prevent back problems. Also, long-term repetitive stress on the wrist and forearms must be prevented in order to avoid conditions such as Carpal Tunnel Syndrome. Proper placement of hands and use of wrist resting device is strongly recommended. For more information on repetitive stress injury, Carpal Tunnel Syndrome and their prevention, please visit the following sites:

<http://eeshop.unl.edu/rsi.html>

http://www.arthritis.ca/types_of_arthritis/repetitive_stress_injury/default.asp?s=1

http://en.wikipedia.org/wiki/Repetitive_strain_injury

http://www.ninds.nih.gov/disorders/carpal_tunnel/detail_carpal_tunnel.htm

TRADITIONAL DATA ENTRY IS STILL RELEVANT TODAY! AND IT CAN WORK FOR YOU!

I hope that this guide has helped you understand the ins and outs of traditional data entry. Take advantage of the many opportunities available to you and use them to ultimately achieve financial freedom and personal happiness.

VIRTUAL ASSISTANT CHECKLIST—HAVE YOU:

- .. Decided to take the plunge?

- .. Gotten your certification from one of the many online resources?
- .. Set up your virtual office—computers, home network, business phone numbers and addresses, docking stations and internet connections?
- .. Checked online for VA Wanted ads?
- .. Established a client list?
- .. BASKED IN YOUR SUCCESS?

Bonus Section – Introducing A New Way To Make Money Now With Data Entry Online!

Now I know that a lot of you may still be a little timid when it comes to using the internet for data entry. A lot of you wish to stick to traditional methods and jobs in the field of data entry. That's fine. But I can guarantee you that you'll miss out on an opportunity to earn money online through data entry. It's just like life...things constantly evolve and changed. It's the same with the internet. It's now evolved into a place where content is king, and there's money to be made providing it.

In reality, you probably just need a little nudge, or a little practice in online data entry. So, I've found the perfect solution to get you in the habit of writing creatively on a daily basis. Once you're in the habit of writing every day, you'll be more prone to want to begin to expand your writing and expand into data entry online.

What's the solution? The solution is blogging online. You need to develop a habit of creating content on a regular basis. This practice will help you develop your style of content, your capabilities as a data entry specialist, and more.

Therefore, I recommend an a blogging community that is growing exponentially by the second! It's absolutely free to join. It generates your very own blog page, saving you the headaches of having to buy a domain, get hosting, and design an actual site. Plus, you get Google AdSense automatically inserted into your blog page so you can make money from all of your content you create! So in a way, you'll get paid to practice developing your writing and content creation skills.

It's very easy to get started with them. Pick one that fits your interests first. Start blogging, Insert Google AdSense into your blogs. Keep blogging and watch your evenue. Then add more blogs to your daily rotations. And watch the money. There are many free Blog Communities for you to choose from: Just Google your background and see what comes up. Look at it and see if the community seems like you would be comfortable starting to learn there.

ACTION STEP: PICK FIVE TOPICS THAT YOU FEEL COMFORTABLE WRITING ABOUT.

It's a wonderful feeling, being able to take command of a high-tech alternative to making money, and to do so in so easy a fashion! Plus you get to practice creating content on a daily basis. Before you know it, your extensive blogging could just become the income stream you wanted to begin with! Think about the possibilities!

Good Luck!

Research

- .. Data entry and information processing workers
- .. Data entry - Google Search
- .. The 3 Most Important Questions To Ask About A Data Entry Job Business

The 3 Most Important Questions To Ask About A Data Entry Job Business

- .. Typists, Word Processors, and Data Entry Keyers
This is one of about 250 job outlook statements from the 1998-99 Occupational Outlook Handbook. This statement discusses Significant Points; Nature of the Work; Working Conditions; Employment; Training, Other Qualifications, and Advancement; Job Outlook; Earnings Related Occupations; and Sources of Additional Information.
- .. CareerZone
- .. The Telework Coalition
- .. Typists, Word Processors, and Data Entry Keyers
- .. Starting a Virtual Assistant Business

Interested in starting one of the fastest-growing homebased businesses around? These existing business owners' advice can help you get started.

- .. Howstuffworks "How Virtual Offices Work"
More and more people are working out of offices far away from their parent company. Why might this be a good idea, and what does it take to set up a virtual office? Read on to find out.
- .. IAVA Welcome to New Members
IAVA International Association of Virtual Assistants
- .. New Webcast! Setting Up A Virtual Office -- 7 Simple Ways To Get It Right - Online Collaboration and Web Conferencing Breaking News - Kolabora.com
- .. Dodeci » Setting up a virtual office
- .. Virtual Office - Setting Up Yours
- .. Virtual Office Tutor Services Assistant
- .. Fear and Loathing : The Big Dummies Guide to Setting up your

SharePoint Virtual Development Environment