



# Cairn

One step at a time

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**clare evans**

personal & business coach

[www.clareevans.co.uk](http://www.clareevans.co.uk)

Welcome to all new subscribers since last month.

OK, last month's change in format didn't work too well for me and while I didn't get much feedback from you as to whether you preferred it direct or online – for the moment I'll be offering it in text and HTML format but with a slight adjustment.

This month was going well until I had a minor disaster when my laptop hard drive decided it had enough last Monday and wouldn't play ball. It meant that I was left without my laptop for two days while it went in for attempted repairs and only a slight panic as I thought I'd lose the whole lot. More on that later but it's the reason that the newsletter is a week later than usual.

It being Spring – well Summer now, I decided to give my office space a Spring clean and move things around a bit. It took the best part of a day and now it looks great! I have to say everything isn't quite all back as it was but there's a reason for that. I didn't want to just move everything back in without sorting things out first and actually chucking out things I no longer used or need in the office. As a result I seem to have a lot more room in the office – mainly because the desk has changed position and also I moved out almost a whole shelf of my old coursework books.

The decluttering process was also given a major boost by having friends around at the weekend for my Birthday. Luckily we had a glorious day and were able to sit out in the sunshine – despite the forecast of showers. I then spent the Sunday up at Stanmer Park, helping out at the South Downs stand. For those of you who don't know, I work as a volunteer warden about one day a month which can include a variety of tasks from clearing scrub, to building fences, to surveying car parks. I usually report on my various activities in [my Blog](#) if you want to know more.

I hope that you're having a good Summer and if anyone is interested in booking up a consultation with me – I'm extending my Birthday offer to the end of this month (50% off a month of coaching). Only available to readers of this newsletter.

Enjoy the rest of this newsletter.

- Don't Leave It Too Late
- What On, What's New
- Recommended Reading
- Fun Clip
- This Month's Quote

## **Don't Leave It Too Late.**

It's one of those things you always promise yourself and quite often it's something that gets forgotten or put on the 'do it next week list'. How many times has someone suggested you take a back-up of your machine or you've thought about doing it.

As I mentioned earlier the hard drive on my laptop died last week. Even after a couple of days with the local PC repair experts it was beyond recovery and although I did finally get my laptop back, it had a new hard disk installed, so was missing everything else, except the operating system, Office

and the ability to at least connect to the Internet. All the other applications I'd installed over the years were gone as was ALL my data.

Fortunately, I had a backup of the data - unfortunately it was only from mid May, so I've lost a few weeks work ... but better than nothing. I've also got the entire C: drive backed up from the beginning of the year - again not current but better than having nothing at all.

So this month I want to remind you all, if you don't do so already or if you've been promising to do one then take a back-up of your data. It also happens to be one of those things that you do once you've had it happen to you. I don't know how many people have mentioned to me this week that they started taking regular backups AFTER they'd lost their hard disk or had a computer event. There's nothing so perfect as the benefit of hindsight.

This week, try surviving without your laptop for a day or at least be much more aware of what you are using it for, so you can identify the potential impact if the worst should happen and a power spike corrupted your hard disk and you were left with nothing.

If you lost your computer - what would the impact be to you and your business? Think about it - how would you function? What would you need to keep going?

[If this gets a bit too technical for some of you – firstly, I apologise but don't worry (well, not too much) just ask your tech savvy partner, relative or neighbour.]

- Make sure you backup your data regularly - not just the documents you use but also your mail files, calendar etc. Losing all my email history has been the biggest impact. Doh!
- Synchronise your Calendar and Address book with a PDA/Blackberry/Mobile Phone – it does at least mean you'll know where you're meant to be and can contact people in the meantime.
- Have an online mail system - at least you can temporarily access your email. Most local libraries now offer free internet access, so at least you're able to check in periodically. Potentially a blessing in disguise that you don't get interrupted and pestered by all those emails.
- [Warning – Techie Talk] If you use an IMAP Email system rather than POP your emails will be available online anyway – I'll be switching my email to this soon.
- Keep a note of all the userids/pswds somewhere - in coded form obviously. I don't know how many systems, applications and groups I use – if I didn't have them written down I'd be totally lost or would spend an age getting them resent or changed.

If you're unfortunate enough to have to replace the entire hard disk, not only do you lose your data and your applications (unless they're able to recover it – in my case they couldn't) but all those little things like:

- Cookies that automate your login to the 101 systems you use on a daily basis.
- Bookmarks for all your favourite websites and links.
- Options and Preferences for all your apps – default settings etc.

As someone suggested to me – every time you install an application, change a setting – make a note of it in a notebook, so that if the worst happens and you need to recover your system or revert to a previous setting you've got something to refer to.

Assess just how important your computer is to you and your business and take appropriate action:

- CD and DVDs are fine if you don't have too much data – although backing up a whole C: Drive or Document directory could take quite a few disks.
- External hard drives aren't that expensive and are certainly more than worth the cost when you think of being without your laptop for a couple of days. They can be used to backup your important documents, folders and applications but make sure the software is easy to use both for backup and restore or you won't do it. You can also just use them as offline storage for photos and music files.

- Back-up to a second machine. If you use a desktop and laptop – backup your laptop data to your desktop. Desktop computers usually have a much larger hard disk.
- Depending on your need and importance - have a cheap second machine available, so if the worst were to happen, you won't be totally without access.
- Online backups are also available which will automatically back-up your system and your data via your broadband connection. This is a better option for important or business data as it's then held in a different location from your office.
- If you can arrange to have your backed up data in a different place from your normal office this ensures that in the event of fire, flood or pestilence your precious back-up doesn't disappear in a cloud of smoke at the same time!
- Belt and braces approaches include taking daily backups to tape and then taking them offsite. Having disks mirrored or duplicated in the same or different machines.

Don't panic just yet – for the average home user an external hard drive will be more than adequate – more complex systems are intended for business users or those with business critical data and applications.

The older your computer is - the more likely it is to happen. Of course, we all know we should take regular back-ups but how many of us actually do?

While a hard disk re-install is an ideal opportunity to declutter the hard disk and get rid of all those programmes you installed years ago and forgot about and never use, I don't recommend it.

I'm off tomorrow to see a man about my hard disk so all may not be totally lost. There are clever guys out there who can recover data but usually at a price and it depends how important it is to you.

Don't get caught out – take that backup today!

## **What's On, What's New**

Up-coming teleclasses – yes, the dates for the next ones are up on my site and I've planned out the schedule for the rest of the year – see, I have been doing some work!

FREE Find Time For Your Marketing - Find time to market your business more easily and effectively. Find the key strategies you can use to be more effective, focus on what matters and get real results on Tuesday 19th June.

If you're in the Brighton/Sussex Area, I'm running a couple of face-to-face workshop sessions in Central Brighton on the 27<sup>th</sup> June on Time: Deal with Priorities, Avoid Distractions and Maximise Your Income – contact me for further details.

More Money E-book – Now even better value. If you're still dealing with credit card bills or looking to save up for a summer holiday, get your finances organised and learn how to create some good money habits. You need to start saving in order to start investing if you want to make a difference to your Financial Wealth.

Free Phone Coaching with your Free Goals Report – I've decided to provide feedback by phone as well as email for the Goals Report on your top 3 goals for this year. Take the 5-minute online quiz.

## **Recommended Reading: It's Not About The Bike – Lance Armstrong**

Finally tracked a copy of this down having had it recommended to me by several people. As it says on the cover – it's not about the bike. Lance's amazing recovery from cancer to not only get back on the bike but win the Tour De France.

<http://www.amazon.co.uk/exec/obidos/ASIN/0224060872/clareevans-21>

**Website Clip:** <http://www.happynews.com/>

When all the doom and gloom of the 24 hour news reel gets to you – try this for something more upbeat.

**This Month's Motivational quote:**

*"A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort. "* [Anon]

If you want to make those changes in your life and need motivation, focus and support to help you do it, don't hesitate to contact me and arrange for an initial exploratory session.

If you were forwarded this issue of the newsletter you can register to receive your own copy each month by sending a blank email to [claresnews@aweber.com](mailto:claresnews@aweber.com).

Until next month,

Clare



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