

THE HAWK I VIEW



What's
Inside

Useful
Websites

Page 2

How to
dispose of
old PC's

Page 2



Highway 40/64
Closure got you
worried?

Page 3

Happy
New Year!



2008,
Make it
great!

10 Easy Ways To Eliminate E-mail Overload (read # 1 ten times)



E-mail driving you crazy? Every time you delete one, do five more show up? Are you finding it impossible to answer every e-mail you receive? If you answered "yes" to any of these

questions, you're not alone!

Some people are even declaring e-mail bankruptcy — they dump every e-mail in their inbox and start over. If that's not an option for you, then here are 10 tips to reduce e-mail overload.

1. **Get a good spam filter.** Even if it saves you just 10 minutes a day, that adds up to over 59 hours a year. Hawk iSPAM is our spam protection service. Our own use of Hawk iSPAM shows that 18.8% of our messages were legitimate e-mails during the year 2007. That means that 81.2% of incoming e-mail was spam. Because of Hawk iSPAM, our productivity is not impacted by this useless 'junk.' Some of our other clients who use Hawk iSPAM are finding that as much as 98% of their e-mail traffic is spam. Can your spam filter provide details like this?
2. **Cancel subscriptions to unwanted mailing lists, and opt-out of LEGITIMATE e-zines.** But be careful! Trying to opt-out of spam e-mails will only alert the sender that they have a LIVE address. Also, make sure you are careful to check the "unsubscribe" or "opt-out" box when purchasing items online.
3. **Ask your friends to remove you from joke groups or chain messages.** Simply explain your situation and, if they are good friends, they'll take you out of their message group. You can set up a Yahoo e-mail account to keep your personal e-mails separate from work related e-mails.
4. **Don't post or publish your e-mail on web sites.** Spammers will steal it and put it on their lists.
5. **Don't respond to every e-mail you receive.** Yes, it's okay NOT to respond to some e-mails. If it's a group e-mail, don't respond with "okay" or ":-)" — it's not necessary unless the sender is specifically asking you a question or requesting a response.
6. **Be succinct.** Restrict your messages to a few sentences. If you can't, pick up the phone or talk in person. This will avoid the back-and-forth of e-mail conversation.
7. **Take advantage of subject lines.** If possible, put your question in the subject line, or your message. If that's not possible, make your subject line very descriptive so the recipient knows what your message is about. Here's another tip; create a set of codes with your coworkers and place them in the subject line to help them process and prioritize messages. For example, use "FYI" for informational messages. Use "AR" for action required and "URG" for urgent.

Continued on page 4 . . .

Useful Web Sites To Bookmark



Retirement:

www.BenefitsCheckUp.org

www.AARP.org

Saving money:

www.ChooseToSave.org

Interest rates:

www.Bankrate.com

www.CardRatings.com

Mutual funds:

www.FundAlarm.com

www.Morningstar.com

Real estate:

www.Realtor.com

www.Zillow.com

www.loopnet.com
(commercial real estate)

Paying for college:

www.FinAid.org

www.collegesavings.org

Financial planning:

www.fplanet.org

www.smartaboutmoney.org

www.Youngmoney.com

Consumer Protection:

www.idtheftcenter.org

Legal:

www.findlaw.com

How To Safely Dispose Of Old Computers

With the new year upon us, many of you may have upgraded your old PCs for shiny new ones. So what should you do about that old PC left over?

Whatever you do, don't just throw it into a dumpster! Not only is it an environmental hazard you could be fined for, but you also don't want complete strangers getting access to your old files, passwords, financial information, and e-mails.

First, keep your old PC around for a few months until you are absolutely certain that you transferred all of the files and programs you needed to your new PC.

Next, you need to make sure the hard drive is wiped clean of any data you had stored on it — and simply deleting the files is not enough. We recommend you

seek professional help in clearing the hard drive from any old PCs you are disposing of.

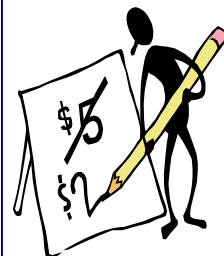
Finally, you may consider taking your old PCs to DECAL Services, LLC. They are located at 2609 Rock Hill Industrial Court, St. Louis, MO 63144. The phone number is 314-918-8833. Many of these organizations will clean your hard drive to prevent identity theft, for a small fee. Most items can be donated without cost. Check out their website for further details.

www.dcalsservices.com



Highway 40 Nightmare

As you know, highway 40 construction has started. In 2008 all lanes of I-64/40 are closed in both directions between Ballas Road and I-70 and will remain closed the entire year. The four communities, Brentwood, Clayton, Maplewood, and Richmond Heights, united to create *Mid-Metro 4*; a collaborative effort to keep mid-



county businesses economically viable during a crucial time while giving both visitors and residents special access to great deals throughout the central corridor. To find out more information on these discounts and special offers, go to: www.midmetro4.com

The Lighter Side:

You Won An Award For WHAT!?!?!?

Nobel Prizes are awarded for scientific achievement; the Ig Nobel awards are awarded for unlikely, though sometimes legitimate, scientific achievement.

The awards are the brainchild of editor and co-founder Marc Abrahams whose magazine is called The Annals of Improbable Research (www.improb.com).

According to CNN.com, past awards have gone to researchers who...



- ♦ Gave hamsters Viagra and discovered it prevented them from suffering jet lag.
- ♦ Looked at sword swallowing and its side affects.
- ♦ Created a "bottomless" bowl of soup which proved Americans eat as long as there is food in front of them, not just until they are full.
- ♦ Found that wrinkles in sheets are replicated in human and animal skin.
- ♦ Created a device that drops a net over bank robbers.
- ♦ Explored why woodpeckers don't get headaches.
- ♦ Looked into the question of what happens to clams when given Prozac.
- ♦ Asked why spaghetti break into more than two pieces.
- ♦ Levitated a frog, pieces of fruits and vegetables, and a grasshopper.
- ♦ Queried why birds were not pooping on a statue.



More people are carpooling than ever before and it's because of the looming shut down on Highway 40.

More closures along Highway 40/64 this morning in preparation of the highway shutdown which is now only six days away. Right in the middle of rush hour, drivers will run into more closures.



Highway 64/40 got you a little anxious??

As a business owner....

- Q1. How can you ensure you and your employees remain productive when you can't be sure if your routes to work will "work" today? or tomorrow?
- Q2. How do you continue reliable operations to your clients?
- Q3. And how can you obtain reliable support to keep your business running smoothly?

Hawk iSolutions Group can help ease the pain !

- A1. By implementing Windows 2003 Small Business Server, you have access to **Remote Web Workplace**. This is a unique feature to the Small Business Server that enterprise clients envy!
- A2. Deliver on your commitments even if the traffic won't deliver you. With **Remote Web Workplace**, you can have encrypted, protected access to your office desktop from your home or from your customer's office.
- A3. With **Hawk iLAN!** We monitor and resolve problems even when you're not there.....so you don't **have** to be there. And when you talk to us, we don't read scripts.

Call: (314)727-1174 or email: john.40closed@hawkisg.com

Member of the BBB in good standing!!



Hawk iSolutions Group, Inc.

Hawk iSolutions Group, Inc.
6439 Plymouth, Suite 112
St. Louis, MO 63133

Phone: (314) 727-1174
Fax: (636) 230-9905
www.hawkisg.com

IT Solutions...helping build your business!

Services We Offer

- PC repair and troubleshooting
- Printer repair and troubleshooting
- Disaster recovery
- System back ups & data protection
- Virus protection & removal
- Network security
- E-mail & Internet setup help
- Wireless networking
- Consulting & support
- One-on-one computer training
- Hardware Sales

ATTENTION SMALL BUSINESSES:

Get all of the computer support you need without the expense of hiring a full time IT staff. Ask about our Small Business Computer Support Program.

Continued from page 1 . . .

- Block time to answer your e-mail and fight the temptation to check your e-mail every few minutes. You will save yourself a lot of time and be far more productive.
- Respond to messages when you open them so you only read them once. If the e-mail requires an action step, schedule the action step and delete it from your inbox.
- Set time aside in the morning and the evening to process your inbox. Shoot for a completely empty inbox. File messages you need to keep and set reminders for messages that require you to follow up.

Review item number 1 and call us if you have any questions or would like further information! We are here to help!



I'd Love To Hear From YOU!

Is there an article or a feature you would like me to include in this newsletter? Do you just want to sound off about something or share your opinion with my other subscribers? Let me know!

Michele Antone-Gooch
michele.0801@hawkisg.com
314-727-1174