

# RESOURCES

get more information here

Here are some helpful resources for small business owners relative to the topics covered in this issue of *Small Business Impact*.

## Time Management

Professional Organizer Barb Friedman offers time management tips in the articles listed on her Web site. Take a look at [www.organizeitbiz.com/time.html](http://www.organizeitbiz.com/time.html).



Dan Kennedy, a veteran entrepreneur, cuts to the chase with his approach to time management. Check out his book, *No B.S. Time Management*.



Spend less time in the mail room with FlyDoc, a Web-based digital mailing service that delivers your documents via physical mail, fax, e-mail and wireless. Log on to [www.flydoc.com](http://www.flydoc.com).



The newly created United States Postal Service® small business portal makes shipping even easier as you'll find what you need to ship in a few simple clicks. It also includes links to other helpful resources, such as direct mail. Log on to [usps.com/smallbiz](http://usps.com/smallbiz) and see how it's easier than ever to do business with the USPS.®

## Health Care for Small Businesses

Find a consumer guide for each state at [www.healthinsuranceinfo.net/](http://www.healthinsuranceinfo.net/), including information for small business owners written by the Georgetown University Health Policy Institute.



The National Federation of Independent Business provides a wealth of information on small business health care topics including Health Savings Accounts, strategies to lower health care costs, and tips for finding the best plan for your business. Log on to [www.nfib.com/page/healthinsurance.html](http://www.nfib.com/page/healthinsurance.html).

The National Small Business Association (NSBA) continues to fight for a complete reform of the health care system in order to bring relief to small businesses. Find out more at [www.nsba.biz/healthreform](http://www.nsba.biz/healthreform).



## Internet Usage for Small Businesses, Including Blogging

SmallBusinessNow.com offers more than 100 free how-to marketing articles for small business owners. Check it out by logging on to [www.SmallBusinessNow.com](http://www.SmallBusinessNow.com).



Set up a free blog account with Blogger and you'll have a soapbox to stand on, whenever you want. Go to [www.blogger.com/start](http://www.blogger.com/start).



SiteKreator's comprehensive Web publishing service makes creating your Web site a snap, even if you're not a techie. Log on to [www.sitekreator.com/sitekreator/index.html](http://www.sitekreator.com/sitekreator/index.html).



NetModular's social networking and community blogging services can integrate with your existing Web site. Learn more at [www.netmodular.com/index.html](http://www.netmodular.com/index.html).

## USPS® Services and Products

This is a listing of services offered by the U.S. Postal Service® specifically for small businesses. For more information about any of these services, visit [usps.com](http://usps.com).

### First-Class Mail®

First-Class Mail postage rates are the same regardless of how far the mail travels. Postage includes forwarding and return services. Many beginning mailers use First-Class Mail cards and letters because, if you mail at single-piece rates, there's no special payment method, no mailing permit and no extra time to pre-sort the mail. For more information, log on to [usps.com/businessmail101](http://usps.com/businessmail101).

## Free Package Pickup

Save a trip to the Post Office™ and instead opt to have your packages picked up at your place of business. There is no fee for the service. Log on to [usps.com](http://usps.com) and request a pickup of your postage-ready Express Mail,® Priority Mail® or International packages. A letter carrier will pick it up at no extra charge during the next day's delivery. Recurring requests can also be made for up to three months in advance using our scheduler. Your letter carrier will be notified and will stop to pick up your packages during normal delivery Monday through Saturday. Same-day requests can also be made using our Pickup On Demand® service.



## Click-N-Ship® Service

With a quick click of your mouse, you can pay postage, print domestic and international shipping labels, buy insurance and request a Carrier Pickup.™ For details, log on to [usps.com/clicknship](http://usps.com/clicknship).



## Priority Mail Flat Rate Shipping Supplies

Ship as much as can be properly secured (up to 70 lb.) in a flat rate envelope or box to any U.S. destination for one low rate. Letters or packages arrive in an average of two to three days. The Priority Mail Flat Rate Envelope measures 12 1/2" X 9 1/2", and costs \$4.05 (\$4.60 after May 1, 2007) for any U.S. destination. The inside dimensions for the two available Priority Mail Flat Rate Box available are 11" x 8.5" x 5.5" and 13.625" x 11.875" x 3.375". The cost to ship one of these boxes is \$8.10 (\$9.15 after May 1, 2007, but at press time this price was not final) for any U.S. destination. Extra services such as Delivery Confirmation™, Signature Confirmation® and Insurance are available to use with Priority Mail Flat Rate Envelopes and Boxes. For more details, log on to [usps.com/shipping/flatrate](http://usps.com/shipping/flatrate).

