

Small Business News & Notes

Sharing The Secrets To Success

(NAPSA)—The secrets to success are no secret. Rather, according to the experts, small-business owners share a number of common characteristics.

- **Plans.** To succeed, a person—and a business—need well-executed plans that cover time, money, market trends and resources.

- **Priorities.** Successful small business owners tend to live a well balanced life with time for family, friends, themselves and their business.

- **People.** Success rests on action and successful people stay active and social. They get out and network, adding to their contacts and ideas.

- **Principles.** Discipline, motivation and dedication tend to be associated with success. Keeping a workplace that's separate from other responsibilities can help.

- **Patience.** Success does not happen overnight. Experts at Americans for Financial Security (AFS)—a nonprofit organization that provides small business owners with information and technical assistance—encourages small business owners to learn from mistakes and challenges and stay focused on their goal.

- **Professionalism.** This involves making a good impression when dealing with your clients—whether in person, through the mail or on the phone. Install a business phone and consider using a voice mail system.

AFS offers its members a comprehensive package of benefits to help small businesses succeed, including free access to professional business consultants.

For more information, call 1-800-492-1016 or visit the Web site at www.afswebsite.org.