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The A Clayton's Secretary Success Story

From the start Microsoft was instrumental in helping get my business get off the ground and be successful. In 1993 Microsoft Australia sponsored Secretary of the Year in Australia, and I won the title for our state of Victoria. Their prize offering was the full Microsoft® Office package, and I was thrilled! All I needed was a computer of my own at home to use the prize. We bought one about four months later, and it didn't take me long to realize I could actually work at home…. if I could find some clients. They soon came along.

Two years after I started my home-based secretarial support service, a telecommunications worker told me that I should get on the Internet. I was working hard to develop a client base in my own area, so that I wouldn't have to travel to different locations. And here someone was telling me I should operate my business on the Internet. I wrote back, and she told me I could have clients all over Australia. At that time, I couldn't see how and the thought scared me.

I thought about it for months, buying business magazines and reading about the Internet. I purchased a magazine containing a CD with eight free hours on CompuServe. The CD sat in my office for another couple of months. One Sunday afternoon I dialed in and joined up. I was on the Internet. The chat rooms meant nothing to me, short of asking a question to find my way out. E-mail was easy, but I knew no one with an e-mail address. (Today it doesn't matter if I don't know them personally.) Finally I

"A Clayton's Secretary"

Small business: A Clayton's Secretary

Writer: Kathie M. Thomas

Location: Cheltenham, Victoria, Australia

Number of Years in Business: Six

Number of Employees: One part-time employee and a network of 50+ freelance secretaries

Number of PCs: Four

Microsoft® products that have helped A Clayton's Secretary to succeed:

Office
Windows® 95
FrontPage®
Publisher®
Picture It!®
Internet Explorer
Outlook® 98