



# Friend to Friend

A Friend of the Family Monthly Newsletter

## Using Technology in Your Business

Every listed Caregiver needs a cell phone for business use. Your cell phone is a valid business expense. The next big thing you might consider is a Global Positioning System, also known as a GPS. They are becoming more affordable and more portable. Some of the things a GPS can do:

- Give you step by step directions to any location
- Give you the quickest way to get to your designation
- Tell you where to find the nearest location for gas, food, shopping, etc.
- Tell you how long it will take you to get to your destination

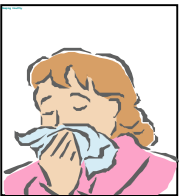


If you are a caregiver who travels to many different places, a GPS can help you in the business of care giving by making sure you get where you are going and get there on time.

## Keep Healthy

There is nothing new under the sun about how to stay healthy while caring of mildly ill children and the best way to prevent the spread of disease:

- **Wash your hands.** Use soap and water and rub yours hands together long enough to sing a short song, like Happy Birthday.
- **Liquid Hand Sanitizer.** If you are away from water, carry and use a liquid hand sanitizer.
- **Wash your hands some more.**



## Start Your Record Keeping in the New Year

We all would like to be more organized. Start planning ahead for 2008 by keeping a record of all of the clients you have worked with and your income from each client. When your taxes for 2008 are due, you have all the records you need. If you have to ask A Friend of the Family to look up a record of your clients, there is an **administration fee of \$50.**



## Be a Contributor to Our Newsletter!

We are looking for nannies that like to write and want to contribute to our Caregiver Newsletter, *Friend to Friend*. Please email an article to us about sharing secrets of your success, your personal tricks of the trade, educational information you have found valuable or just about your caregiving experience. We would love to hear from you.