



# TIME-SAVING TIPS

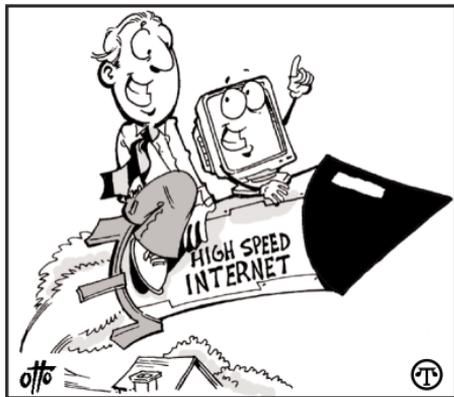
## How Small Businesses And Home Offices Get Up To Speed

(NAPSA)—If you're ever among the nearly three-quarters of Americans who, a recent Harris survey found, have dreamed of starting their own business—or if that dream's already been fulfilled—your heart may beat faster at the news of an easy way to save time and money: a high-speed Internet service developed just for small business. It comes in handy for home offices as well.

This broadband satellite Internet system lets users access and share business information fast, and it's available even where DSL and cable are not.

Here are a few time-saving hints that may help small-business managers:

- Develop a general work schedule. Include time for yourself as well as for the business.
- Prioritize. Identify critical deadlines, routine maintenance items and fun/relaxation time. Setting priorities depends on deadlines, how many people you must call to get the information you need and whether you can delegate or get assistance.
- Contract out tasks you don't have the expertise to complete.
- Stay organized. Take time at the end of the day to briefly organize your desk and make reminder lists of tasks for the next day or week.
- Look into broadband. Companies that subscribe have always-on, always-secure and reliable broadband Internet access by satellite—without



**Small and home-based businesses can communicate like the big guys with a high-speed Internet service.**

tying up the phone or fax lines. You'll be able to download files in seconds, access e-mail instantly and share information faster and more easily with customers, partners and suppliers.

It's simple to use: Plug it in and it's ready. There's no software to load—and updates are automatically installed when new features become available. The modem works with virtually any computer and both Windows or Macintosh operating systems.

There are several versions. For small home offices, the Direcway Professional service is generally recommended. For small businesses looking for connectivity at a commercial location for up to five users, there's the Small Office and the Business Internet plan.

To learn more, log on to [www.dwayforbiz.com](http://www.dwayforbiz.com).