

A Chapter of the American Business Women's Association

MoKan Chapter

Lenexa, Kansas

MoKan Newsletter

The Mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition.



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President's Message

We are already halfway through our chapter year! We've had great programs, fun social events, lots of exciting guests, and I'm looking forward to more as we continue through this year! We're looking good on our Best Practices criteria which we will share with you at the February meeting – we just really need more new members. We're above 30 so far and the next level of Best Practices requires 40. March begins the Spring membership drive; of course no need to wait until then to invite your guests! We will also bring you up to date on achieving our chapter goals that you'll find in this newsletter.

I'm thrilled that new member Pat Yoder has stepped up to lead both Publicity AND Newsletter for the rest of this year! Her drive and desire to learn more about us is really exciting. Of course we all still can and should lend a hand as we are all one team working together!

Congratulations to Joanna Weeks-Reeves who is our 2012 Top Ten Candidate! She is quite deserving of such an honor.

February is Heart Health Month; remember to take care of your heart. *"Listen to your heart, because in the end it is your heart that matters."* Author Jennifer Tyler

Meg

Valentine Opportunity!

Give yourself or your sweetheart a little something for Valentine's Day at the **OPTIONAL** Valentine's live auction on **February 8**.

Bring an item to be auctioned or just participate in the bidding! This is an optional fundraiser in which we auction off what members bring—wine, chocolate, picture frames, lotions, movie certificates, candles, jewelry, and even lingerie! It's always a fun time with lots of laughs.

The auction will occur throughout the meeting.

Even if you choose not to participate, stick around to watch the fun!

February 8 Meeting

BACCHANALIA PRIVATE DINING

12450 Newton St, Overland Park, KS 66213 <http://bacchanalia-events.com/Map.htm>

5:45 - 6:30 pm - **Social and Networking**

6:30 - 8:30 pm - **Dinner, Program, and Business Meeting**

Reservations required **by Feb 6** to ABWAMoKan@gmail.com or

913-390-3466

Members \$16, Guests \$18

Presentation by: **Kristina Mason, The Ins and Outs of Social Media**

Vocational Speaker: Lori Mathis



Time Management: 6 Ways to Improve Your Productivity

If you resolved earlier this month to work smarter, stop procrastinating and be more productive, your best intentions may have quickly been subverted by your regularly scheduled work routine.

Workplace performance expert [Jason Womack](#) says changing the way we do our work to improve our productivity is hard because our processes have become habit, and in many cases these habits have made us successful (even if they drove us to the edge of sanity in the process).

Womack shares six of his most effective time management and productivity boosting tips.

1. Stick to the 15-minute rule. Womack recommends organizing your workday into 15 minute chunks. When you have to schedule a meeting or conference call that would typically take an hour, Womack tells his clients to start it at 15 minutes past the hour and to end it on the hour. He believes people can accomplish in 45 minutes (that is, three, 15-minute chunks) what they think they need 60 minutes for. Containing the meeting to 45 minutes forces you to keep it on point and gives you an extra 15 minute chunk in which you can address another item on your to-do list.

2. Know when you're done. Continuing to work on something when it is essentially done is a significant time-waster that most professionals aren't even aware of.

Upcoming Events

Feb 8 - Chapter Meeting; Social Media Do's and Don'ts

Feb 16 - KCAC Meeting, Eggtc, 51st & Main

Feb 18 2pm - Visit Freedom House Shelter, Carolyn Hale

March 14-Chapter Meeting "Be Still", Kathy Hoff, kathyoff.net

April 26-28 - Central Region Conference, Louisville, KY

June 30 - Energizer Award Applications are due

3. Eliminate distractions. Eliminating distractions may not be a new time management tip, but Womack's advice for avoiding specific distractions—such as a niggling coworker or a nagging manager—is novel and effective.

4. Identify verbs that need attention. Womack recommends organizing your to-do list around verbs, such as *call*, *draft*, *review*, *prepare* and *schedule*. Those are tasks you can generally complete in one sitting and that help move a larger project forward, he says.

5. Be prepared for bonus time. The next time you find out your flight's been delayed or your doctor is running late, don't get annoyed. Recognize that you've just been given the gift of "bonus time."

6. Use email shortcuts. Womack notes that both the BlackBerry and iPhone allow users to create quick keys or keyboard shortcuts when using the smartphones for email. These shortcuts save Womack a ton of time since he's developed several for answers to some of the most common questions people ask him.

[Meridith Levinson](#) covers *Careers, Security and Cloud Computing for CIO.com*. Follow Meridith on Twitter [@meridith](#). Follow [everything from CIO.com on Twitter @CIOonline](#) and on [Facebook](#). Email Meridith at mlevinson@cio.com.

Feb 16 - KCAC Meeting
Eggtc
51st & Main

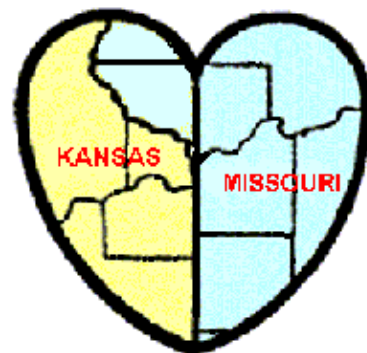
6:00 networking

6:30 dinner

7:00 program

Speaker: Tracy Hoth
"Get Your Life Organized."

Cost \$20 for KCAC members.
RSVP at www.abwakcac.org



Vision Statement

To be the group of choice for women in the Kansas City area, as an empowering organizations where we grow leaders, enhance our learning, and provide educational opportunities.

"Be kind whenever possible. It is always possible"— Dalai Lama

Time to Think Spring! Conference that is...

As we all get back into the ABWA groove, it is time to start thinking about the **Central Regional Conference** in Louisville, KY, starting at 6:00 pm on Thursday, **April 26th** and wrapping up Saturday afternoon, **April 28th**.

The more the merrier! Think chick flicks and lots of networking...

This counts on the Protégé & Energizer Awards.

RSVP for bus was Jan 25, however there is always a chance there is room! Details will be shared as soon as they are firm.



What do I get out of attending?
What IS a Central Regional Conference?

From the Officer Guide: "The principal purpose of the regional conferences is to bring concentrated leadership training to members who are currently or planning to serve in a leadership position with their chapters or networks. These events also provide professional development programming designed to increase members' business acumen. The conference experience allows similarly minded businesswomen, many of whom are from the surrounding geographical area, to engage one another in a variety of topics."



*Are you a **WIN**ner? **WIN**, the Women's Instructional Network site available through the ABWA national website is a vast wealth of information and great **FREE** training courses! Need help getting set up? Just ask!*

How close are you to an award? Protégé and Energizer Awards are two new incentives for members to accomplish. Contact Kristina Mason.

Protégé – applications due one month prior to anniversary date
Energizer Award – applications due by July 2012 Chapter Meeting

2011-12 Chapter Goals

1. Increase professionalism of chapter and members by reimbursing a total of \$250 of Business Skills Tuition to members by July 31, 2012.
2. Send a minimum of 4 members to National 2011 and/or Spring Regional 2012 conferences.
3. Retain and recruit members to reach 35 members by December 31, 2011, 38 members by April 30, 2012, and 40 members by July 31, 2012.
4. Participate in at least 1 community event OR provide help in some fashion to a community organization in need.
5. Have 90% of our chapter members signed up in WIN (www.abwa.org) by July 31, 2012 with 50% enrolling in and completing WIN courses.

Do you know?

Q: Who do I ask about our chapter reservation policy?

A: Ask Jenny Darby

Q: When is Spring Membership Drive?

A: In March!

Chapter Officers

President	Meg Bell
Vice President	Kristina Mason
Secretary	Lone Morello
Treasurer	Peggy Jacobson

Chapter Committee Chairs

Membership	Carol Brown
Hospitality	Jennie Darby
Program	Sharon Corben
Fund Raising	Debby Gratto, Carolyn Hale
Professional Development	Kathy Richer
Newsletter	Pat Yoder
History	Kim Dixon, Crystal Elfrank
Social	Darlene Dworak, Hilda McCreddie
Publicity	Pat Yoder

www.abwamokan.org

Meg Bell, Chapter President

Pat Yoder, Newsletter Editor

Phone: 913-488-3650

payoder@earthlink.net



**A Chapter of the
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Visit us online at
www.abwa.org



ABWA's Proud Code of Conduct

1. All members will serve as goodwill ambassadors for the American Business Women's Association.
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
3. Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness, and in good faith.
4. Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.
5. Members will not use their personal power to advance their personal interests.
6. Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.