



# MEMBER CONNECTION

January 2008

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## NXLEVEL™ PROGRAM GRADUATES SIX



*l. to r.: Larry Watson II, Bill Konyha, EDG President; Dennis Daugherty, Elizabeth Duffy, Jason Smith, Kimberly Pinkerton, Chamber President; Karl Cline, Monty Henderson, SBDC Course Instructor; Jim Hall.*

The NxLevel™ Entrepreneurial Training Programs were developed and designed to train both potential and existing entrepreneurs by offering a practical, condensed series of entrepreneurial training sessions. Your Chamber, in partnership with the Small Business Development Center, and the Economic Development Group of Wabash County collaborated to bring this extensive training to Wabash County. On December 18, the first NxLevel™ Wabash County graduates received their Certificate of Completion. Graduates included: Karl Cline, Dennis Daugherty, Elizabeth Duffy, Jim Hall, Jason Smith, and Larry Watson II.

NxLevel™ course instructor was Monty Henderson, who has over 26 years of experience in operating his own small business and currently serves as the SBDC Business Advisor in Wabash County. He has previously been an instructor for business and economics courses at Ivy Tech Community College. Monty also has a background in local and regional economic development in addition to his many years of community and local government service.

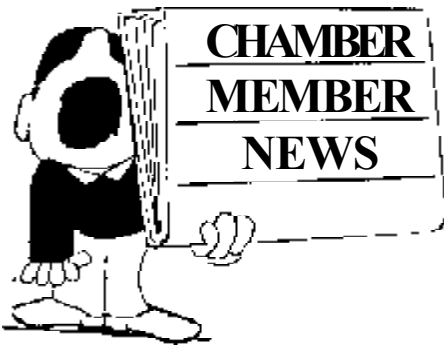
The NxLevel™ Business Start-up course is a 10-session course covering such topics as Cash Flow, Forecasting, Management Control, Target Marketing, Time Management, Financing, Human Resource Management, Inventory Control, Marketing Communications, Credit & Collections, Strategic Analysis, and Knowledge Management Systems. Students received real-world analysis from proven business partners. The Chamber appreciates the contributions of local business representatives who provided insight into specific topics for the students.

Graduates of the The NxLevel™ classes will continue to work with the OCRA Grant Partners on Business Plan Development and continuing business counseling efforts to grow their existing and new businesses.



**HOME & BUSINESS EXPO**  
**"Join Us In The Winner's Circle"**  
**Sign Up Now!!! [www.wabashchamber.org](http://www.wabashchamber.org)**

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**Please route this newsletter to the other staff in your business to keep them up-to-date on services, functions and programs available to all employees of our member companies!**

**HAVE YOU HAD CHANGES OR IMPROVEMENTS IN YOUR BUSINESS? HAVE YOU RECEIVED AN AWARD, REACHED A MILESTONE, OR COMPLETED ADDITIONAL TRAINING? WE WANT TO KNOW. SHARE THESE THINGS WITH YOUR CHAMBER PARTNERS. THEY TOO ENJOY HEARING. CALL, FAX, E-MAIL, OR MAIL NOTES TO THE CHAMBER OFFICE.**

**Ivy Tech Community College's** Workforce and Economic Development Dept. is offering Manufacturing Skill Standards Council training. This is an industry-led training, assessment and certification system focused on the core skills and knowledge needed by production workers. The MSSC System awards the Production Technician Certification to new and incumbent workers who pass the four manufacturing-related modules: Manufacturing Processes and Production; Quality and Continuous Improvement; Maintenance Awareness and Safety. Contact Gloria Carvey at 800-459-0561 ext. 533 or Mike Federspill at ext. 532 or email [mfedersp@ivytech.edu](mailto:mfedersp@ivytech.edu).

**Physicians Health Plan (PHP)** is offering its 20th Annual Student Scholarship Program. Scholarships are available to high school seniors planning to pursue a career in a health-related field. Applications may be downloaded from [www.phpni.com](http://www.phpni.com). 1st Place will receive a one-time \$3,000 award; \$2,000 to 2nd Place winner, and 3rd Place winner will receive \$1,000. Applicants for the scholarship must have applied to a post-secondary college, university, or technical school and must currently be either a PHP member or attending a high school within PHP's seventeen-county service area. All entries must be postmarked by February 28, 2008 to be eligible.

The fabric artworks of Julia Sermersheim are on display until Feb. 14 in Gallery G, in the **College Union of Manchester College**. Gallery G is open 8 a.m. to 5 p.m. weekdays. The exhibit is free, 260-982-5334. To contact Julia Sermersheim, visit her website at [www.justjulia.com](http://www.justjulia.com).

Effective January 1, **First Federal Savings Bank of Wabash has a new name: Crossroads Bank**. "We want to make it clear that we will continue to be headquartered in Wabash with locations in Columbia City, North Manchester, South Whitley, and Syracuse. We've not been sold to any other bank," clarified Present/CEO Roger Cromer. "We believe a name change is necessary to provide a distinctive name that'll minimize confusion in our surrounding markets and carve out a unique space for our bank." The financial institution was founded in 1920 and has a rich heritage in a locally owned, community bank. Telephone 260.563.3185 to find out more about how the bank may serve your financial needs.

Due to the recent addition of Ebay sales to its Electronic Scrap (Escrap) program, the **Wabash County Solid Waste Management District** is in need of packing material for shipping electronic devices. They are happy to receive used Styrofoam or starch peanuts, bubble wrap, or other packing products. (No molded Styrofoam, please!) You may drop off packing material at their facility (1101 Manchester Avenue) Monday through Friday from 8:00 to 5:00. Questions may be addressed by calling 260-563-7649.

The **Honeywell Center's** upcoming events include:

January 11	"The Producers"	WVMA offering
January 19	SHILO	7:30 p.m.
January 22	Woodwind Quintet featuring the Ft. Wayne Philharmonic	
January 27	Dance Kaleidoscope "Funny Feet"	WVMA presentation
January 29	"James and the Giant Peach"	Educational Outreach Program

Don't forget to enjoy pre-show dining at **Eugenia's Restaurant!** Call 260.563.1102 to purchase tickets or for more information.

**Wabash Friends Counseling Center** is offering the following events:  
Thursday, January 17, "Boundaries in Leadership", Noon to 1 p.m.. This is a video workshop by Dr. John Townsend.  
Saturday, February 2, "Boundaries 2008: When to Say Yes, How to Say No, and To Take Control of Your Life", 9 a.m. – 4 p.m. Satellite workshop with Drs. Henry Cloud and John Townsend. Contact the counseling center at 563.8452 or email [scott@wabashfriends.org](mailto:scott@wabashfriends.org) for more info.

## WELCOME NEW MEMBERS

**Ugalde's**, 1950 S. Wabash St., Wabash, IN 46992 Phone: 260-563-9197 Fax: 260-563-7457 Email: [nalo\\_ugalde@hotmail.com](mailto:nalo_ugalde@hotmail.com), URL: [www.ugaldes-restaurants.com](http://www.ugaldes-restaurants.com) Contact: Gabriel Ugalde. Ugalde's Restaurant is a family owned business. They offer a banquet facility for up to 150 people. They also have a bar with a three-way liquor license.

**Richvalley Lions Club**, 56 W. Mill St., Wabash, IN 46992 Contact: Forrest L. Bowers

**John Gilpin**, 1530 Peterson Drive, Wabash, IN 46992 Phone: 260-563-2714 John is a retired Veterinarian and a member of Wabash City Council.

**Border Patrol Curbscaping**, 4433 W 500 N, Wabash, IN 46992 Phone: 765-833-2377 Email: [bojames@borderpatrolcurbscaping.com](mailto:bojames@borderpatrolcurbscaping.com) URL: [www.borderpatrolcurbscaping.com](http://www.borderpatrolcurbscaping.com) Contact: Bob James. Border Patrol Curbscaping is an Installer of custom colored, decorative, poured in place landscape curbing.

### CHAMBER MEMBERSHIP—Did You Know that consumers are...

- 44% more likely to think favorably about a Chamber member business than a business which is not a member of the Chamber
- 57% more likely to think positive of its local reputation
- 63% more likely to shop with that business in the future

(Schapiro Group)

**Are you taking advantage of all your membership investment benefits?** Network through Business Before Hours and Business After Hours events, Market through the Expo, Website, and other offered venues. Take advantage of FREE Business Plan Development and Counseling, enjoy insurance discounts, publicize your news free through the newsletter, Chamber Ribbon Cuttings for Open Houses and other celebrations, business resource connections, and so much more.

## LABOR FORCE ESTIMATES FROM THE INDIANA DEPT. OF WORKFORCE DEVELOPMENT

AREA	LABOR FORCE	EMPLOYED	UNEMPLOYED	RATE	Seasonally Adjusted RATE
U.S.					
November 2007	154,035,000	147,118,000	6,917,000	4.5	4.7
October 2007	153,516,000	146,743,000	6,773,000	4.4	4.7
November 2006 (Benchmark)	152,590,000	146,014,000	6,576,000	4.3	4.5
INDIANA					
November 2007	3,230,014	3,087,746	142,268	4.4	4.7
October 2007	3,205,218	3,070,726	134,492	4.2	4.6
November 2006 (Benchmark)	3,284,041	3,136,749	147,292	4.5	4.8
WABASH					
November 2007	17,629	16,840	789	4.5	
October 2007	17,513	16,728	785	4.5	
November 2006 (Benchmark)	17,973	17,066	907	5.0	

## FROM THE LIBRARY

by Ware W. Wimberly, Director

With 2007 completed, people are looking at how to improve their business, organization, etc. to be even more successful in 2008. With any business or organization, the staff or employees make a significant impact on its success. How can an organization or business motivate the staff or employee to do his or her best? In the following paragraph, I will highlight some resources the Wabash Carnegie Public Library has in its collection that might be of assistance. I have also included the latest book by a well-known businessman and celebrity by the name of Donald Trump. If the Wabash Carnegie Public Library or I can be of assistance to you, please let me know.

### Resources:

Anderson, Erika. **Growing Great Employees: Turning Ordinary People into Extraordinary Performers**. New York: Penguin Group, 2006.

*Erika Anderson guides one in how to invest in people and its importance to employees and the company itself. By listening to one's employees and truly recognizing people who can become leaders, this guide will lead to a dynamic workforce and long-term success. There is also a website ([www.growinggreatemployees.com](http://www.growinggreatemployees.com)) for this strategy.*

DelPo, Amy. **The Performance Appraisal Handbook: Legal and Practical Rules for Managers**. Berkeley, CA: Nolo Press, 2007, 2nd edition.

*In this handbook, Amy DelPo maps out how to make a company or business appraisal process better for everyone involved. Written from a legal basis, it also helps one avoid traps in terms of employment law. A CD-Rom comes with the book.*

Trump, Donald and Bill Zanker. **Think Big and Kick Ass in Business and Life**. New York: HarperCollins, 2007.

*This book reveals how both of these successful businessmen have approached both their work and life. Using strategies of being very aggressive and thinking big in terms of one's goal, these two explain how these strategies have made them and others so successful.*



## FROM THE INDIANA CHAMBER:

### DISASTER PREPAREDNESS HANDBOOK NOW AVAILABLE

**If your Indiana business were demolished or temporarily shut down due to disastrous weather, a flu pandemic, or worse, what would you do? Can your employees and senior management team count on you to make sure your business' finances are still standing, even if your facility isn't?**

The Indiana Chamber's brand-new publication, *Disaster Planning and Homeland Security for Indiana Business*, is the only reference guide designed to help Indiana businesses comply with Indiana and federal laws and build a disaster preparedness plan. This book features nearly 600 pages of checklists, flowcharts, and other detailed guidance, including the following:

- Worker pay and leave issues
- National Response Framework (just adopted on Sept. 10)
- Allocating disaster risk
- Workplace violence and terrorism prevention tips
- OSHA obligations
- FEMA disaster preparedness plan
- Tips for schools and universities
- and much, much more

This publication is ideal for compliance coordinators, facility managers, safety directors, CEOs, HR managers and anyone in charge of a company's response plan.

This book was written by a team of authors from Ice Miller LLP. This book, which costs \$129, is now shipping! Indiana Chamber members receive a 25% discount. **Your Wabash Chamber has a copy in the office should you wish to see firsthand what this book has to offer.**

# INTERNSHIP PROGRAM

## Manchester Junior/Senior High School

An internship is a paid or unpaid work experience for juniors or seniors in the public or private sector that provides for workplace learning and development of career specific skills in an area of student career interest. Students must complete an application process followed by an interview with the coordinator to determine acceptance and placement into the program. The internship will take place during the school hours in the morning or afternoon, one or two periods a day, for academic credit.

### Objectives:

- Students experience areas of career interest.
- Gain knowledge to enhance future career options
- Develop work ethics and sense of responsibility
- Discover application of knowledge in a work setting.
- Businesses partner with the school in providing meaningful educational experiences.

### Student Benefits:

- Attain career experience while in high school
- Academic learning becomes more relevant
- Receive specialized learning experiences outside the classroom.
- Establish desirable work habits and attitudes.

### Employer Benefits:

- Gain access to an extended pool of qualified entry-level applicants.
- Improve employee morale through mentoring students.
- Partner with the school in providing meaningful educational experiences.

### Parent Benefits:

- Assists in development of child's work ethic.
- Exploration of career field prior to high school graduation.

For further information contact:  
Cathie Markstahler, School to Work Coordinator  
982-2196 Ext 320

# WORKPLACE DIVERSITY

By Elizabeth Miller

Does your company have a written policy in place for dealing with diversity issues? Yes, I know we live in Wabash County, but diversity is more than race and ethnicity. Other areas of concern include gender, age, religion, sexual orientation, class distinctions, family situation (FMLA), and people with disabilities. Look around your workplace. Do you see the differences? Do your supervisors and HR department know your company's policy regarding each of these areas?

There are several laws that have been enacted that, of course, must be followed. The Civil Rights Acts and The Equal Pay Act are among these. However, designing a policy that not only adheres to the law but encourages all your employees to strive for advancement in your organization, creates a friendlier work environment and employee loyalty. I can recommend two books that may get you started on developing a diversity policy.

Thiederman, Sondra. **Making Diversity Work**. Chicago, IL: Dearborn Trade Publishing, 2003

Esty, Katharine, Richard Griffin and Marcie Schorr Hirsch. **Workplace Diversity**. Avon, MA: Adams Media Corporation, 1995

Both of these books have lists of additional resources. If you would like more information on how to write a policy, let your Chamber know. We are always looking for seminar topics that are pertinent to your business needs.

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## PROFESSIONAL WORKSHOP OPPORTUNITY FOR CEO'S/MANAGERS

Members: Click here to let me know of your interest!  
[kim@wabashchamber.org](mailto:kim@wabashchamber.org) by January 14, 2008

Your Chamber is partnering with the county school corporations in an opportunity to bring Dave Weber to Wabash County on October 14, 2007. This is an intensive PROFESSIONAL workshop targeted for busy executives. We need to get Dave booked ASAP, and would require at least 50 interested executives to secure him. Please review the attached course description for his "I'm Spread So Thin You Can See Through Me!" Workshop and click on my email link above to let me know of your interest by January 14th! This is an excellent opportunity for Wabash leaders. Course fee: \$200. For more information see the course outline attached to this newsletter.

## BUSINESS AFTER HOURS

The next Business After Hours is scheduled for March 26. The sponsor will be **ARC of Wabash County**. Please plan to visit their 595 South Miami Street location between 4:00 and 6:00 p.m. Don't miss this opportunity to tour this unique facility and network with their staff and other business people.



Business After Hours has been a very popular event. Those businesses who have sponsored a BAH have been very pleased with the number of visitors to their facilities. If you would like to sponsor a BAH, please call the Chamber office, 260.563.1168. We are now booking for 2009.

## BUSINESS BEFORE HOURS

The next Business Before Hours will be February 13, 7:00 a.m., at the Honeywell Center, 275 W. Market St., Wabash.



Business Sponsors are **Small Business Development Center, Big Brick House Bakery, Modoc's, Manchester Symphony Society, and Curves**. The emcee will be **Lynne Schafer, Lynne's Lien Searching**. To make reservations call the Chamber at 260.563.1168, email [beth@wabashchamber.org](mailto:beth@wabashchamber.org) or visit our web site at [www.wabashchamber.org](http://www.wabashchamber.org).

## ATTENTION EMPLOYERS: WORK RELEASE PROGRAM NEEDS YOU!

*Our County has many programs and strategies in place to be more effective in our criminal justice system, but right now the Work Release Program is in need of employers willing to work with the Community Corrections office to maximize the potential of this initiative. I recently spoke with Jeff Hobson, Director of the Community Corrections office and he shared the following information about the Work Release Program:*

"Not being able to utilize our Work Release program impacts our community in several different ways:

\* If we are unable to accept new Work Release referrals, people who could be working are staying in the jail. Not only does this lead to jail overcrowding issues, it means that the tax payers are supporting someone who could actually "pay their own expenses" while serving their jail sentence in our Work Release Program. The Indiana Department of Corrections estimates that it costs \$58.99 a day to house an inmate in prison. Our Jail Commander Mark Henderson said that \$59 a day is probably a pretty good estimate of what it costs us to house an inmate in our jail. Allowing us to move some of these inmates to our Work Release program would lessen the burden that we as tax payers are being asked to meet.

\* Inmates' families are also affected if the inmate is unable to contribute to supporting their family during

their incarceration. This may mean that the inmate's family must now rely on churches or other social agencies to supplement their expenses (i.e., food stamps, etc). Our tax dollars are used to help fund these social programs, so we are once again being asked to pay (indirectly) towards the costs created by an inmate being held in the jail.

\* In July of 2007 we averaged 15.68 inmates a day in our Work Release Program. That number has steadily declined over the past few months to 6.61 inmates a day as of December of 2007 (we currently have 3 inmates in Work Release). We received a new referral yesterday, but I have no idea where we can obtain employment for him at this time.

We need some local businesses to "take a chance" on our guys. There are actually some hidden benefits for hiring a Work release inmate: they show up to work every day, they are willing to work all of the extra hours you offer and the employer can contact us if there are any problems they need addressed with the employee.

Thanks for your interest in our program. Anything you can do to help us find jobs would be great. If perspective employers have questions, they can call Jeff Hobson or our new Work Release Coordinator Shane Burns at 260.563.7547."



## ENTREPRENEURIAL IDEAS WANTED

Do you have an innovative idea, small business or a keen interest in innovation? Incubicity is a platform that provides a support system and tools to assist entrepreneurs in turning good ideas into great businesses thereby fostering economic growth in North Central Indiana. Incubicity will host county elevator pitch competitions whose winners will compete for a place at the final Summit where the grand prize (\$25,000) will be awarded. The deadline for entering the contest is January 25, 2008. Incubicity plans to hold the competitions from 1:00 – 5:00 p.m. each afternoon on the following dates in the towns listed.

Region 1 (Benton, Warren, Fountain, Montgomery)  
WILLIAMSPORT – February 20

Region 2 (White, Carroll, Logansport)  
MONTICELLO – February 8

Region 3 (Fulton, Wabash, Miami)  
WABASH – February 12

Region 4 (Howard, Clinton, Tipton)  
TIPTON – February 14

Region 5 (Lafayette)  
LAFAYETTE – February 6

Participants must be at least 18 years of age and have an innovative idea with commercial potential. All ideas in varying industries such as: bio-tech, technology, manufacturing, logistics, defense, textiles, agribusinesses, etc., are welcome. A business plan is not required. For complete details visit [www.incubicity.com](http://www.incubicity.com) or contact Patricia Bacon: 317.684.6823 or [pbacon@indianaventurecenter.org](mailto:pbacon@indianaventurecenter.org). Registration is free.



A NiSource Company

## NIPSCO ACCEPTING APPLICATIONS FOR NISOURCE ENVIRONMENTAL CHALLENGE FUND

MERRILLVILLE, Ind. – Northern Indiana Public Service Company (NIPSCO) announced that community and environmental organizations in its service area can apply for grants through the NiSource Environmental Challenge Fund.

“The Environmental Challenge Fund is one of many ways that both NiSource and NIPSCO support projects that can, and do, have a positive environmental impact,” said NIPSCO President, Mark Maassel. “These investments to our natural environment help to improve the quality of life for the communities we serve and where our employees live.”

Grants can range from \$500 to \$5,000, with some special projects occasionally awarded up to \$10,000. Grant guidelines and applications are available via the NiSource Web site at [www.nisource.com](http://www.nisource.com). Applications will be accepted up until February 28, 2008, and grant awards will be announced in conjunction with Earth Day – April 22, 2008.

NiSource, the parent company of NIPSCO established the Environmental Challenge Fund in 1995 as a not-for-profit corporation to support local natural resource and wildlife improvement projects, as well as related educational and recreation efforts.

Since that time, the ECF has contributed more than \$512,000 to environmental projects in Indiana and has awarded more than \$1 million to many worthwhile environmental initiatives throughout the NiSource market area.

**Get your booth reserved now for the 2008 Home & Business Expo!**



**"Join Us In The Winner's Circle"**

**[www.wabashchamber.org](http://www.wabashchamber.org)**



## BOARD MEMBERS

2007-2008

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Chris Goff  
Judge, Superior Court  
Phil Brown  
Alumitech  
Diane Morris  
Borders & Beyond  
Brian Howenstine  
Wabash True Value  
Larry Hoover  
Quality Electric

## Upcoming Events

Jan. 7	5:00 - 7:00 p.m.	Business After Hours Dr. James Ford Historic Home
Jan. 10	12:00 - 1:00 p.m.	Lunch & Learn Seminar Chamber Meeting Room
Jan. 22	7:00 p.m.	Expo Vendor Night Chamber Meeting Room
Jan. 24	10:30 a.m. - 1:30 p.m.	E-Retailing Chamber Meeting Room
Feb. 13	7:00 - 8:30 a.m.	Business Before Hours Honeywell Center
Feb. 23 & 24		Home & Business Expo Honeywell Center

# Gold Members

We thank and salute those member businesses who carry GOLD LEVEL status:

**Beacon Credit Union  
Pettit Printing, Inc.  
Crossroads Bank  
Richard Ford  
Bulldog Battery  
Wells Fargo Bank  
Miller's Merry Manor  
First Merchants Bank  
Ford Meter Box Co., Inc.  
First Farmers Bank & Trust  
Kirtlan Automotive Machine & Repair, Inc.  
Physician's Health Plan of Northern Indiana, Inc.  
K & R Office Supply, Inc.  
Indiana American Water Company  
Mutual Federal Savings Bank  
Duke Energy**

Any Wabash County Chamber Member can elevate their membership status to Gold Level by investing an additional \$500 above their regular membership investment. In addition to having their company acknowledged at Chamber events and in publications, Gold Level Members receive \$100 in Chamber Bucks and receive a free large rotating banner ad on the Chamber website.

Please notify us of any changes on address label



P.O. Box 371  
Wabash, IN 46992



## ***"I'm Spread So Thin You Can See Through Me!"*** **COURSE DESCRIPTION & OUTLINE**

### **Introduction**

The introduction "sets the table" for the rest of the session. It is very interactive, upbeat, fast and funny. Participants generally "hang themselves" as they discuss how they currently keep track of everything.

Specific issues discussed are:

- Planners, PDA's, PC's, and Paper
- The 5 ways choices are made
- Habits - the key to success or failure
- The habit modification process
- The 3 critical habits
- 1 To-Do list or 30
- The master calendar
- Piles and Files

### **Principle #1 - Consolidation**

This section lays the foundation on which the rest of the workshop will be built.

**Challenge:** How do I keep track of all my meetings, projects, commitments, communications, follow-ups, and all the other details of my life?

**Key:** A Complete Organization System

Participants will learn the 3 critical components which comprise a complete organization system. These three components can be paper based, electronic based, or, most likely, a combination of paper and electronic tools. Once Participants understand what tools are needed, we then begin to focus on how to most effectively use them to manage volumes of information and activities.

### **Principle #2 – Documentation and Retrieval**

This section addresses the organizational blind spots of most busy people.

**Challenge:** How do I quickly and easily document all the information (phone calls, meetings, appointments, etc.) so that when I need it again I can easily retrieve it?

**Key:** Information Control

Participants walk through a case study during which they learn the 3 "R"s of information control and how they relate to follow up.

### **Principle #3 - Follow Up**

Follow Up is one of the most important skills that busy people need to master—especially when the volume of commitments continually seems to grow.

**Challenge:** I fear that something will “fall through the cracks”. How do I earn the right to forget, and know that the task will receive proper follow-up?

**Key:** TimeLink™

The technique of TimeLinking™ is undoubtedly one of the most powerful skills participants will learn as it relates to the management and follow-up of details.

In this section participants learn the 3 critical “W” questions. Answering these questions will ensure no item will ever fall through the cracks. Mastering this technique alone will increase the quality and volume of an individual’s work.

### **Principle #4 – Getting Organized**

Once participants have mastered the basic skills of organization, they are then ready to apply the skills to their own work environment.

**Challenge:** How do I get all this stuff under control?

**Key:** Clear the desk and keep it clear.

This section stresses building a productive environment in which to work. The office, whether it be a home office, corner office, mobile office, or cubicle is the “command control center” from which an individual conducts their daily activities.

Participants are shown how to create paper and electronic filing systems that really work through understanding:

- The 4 missing files in your office
- "Homeless" pieces of paper
- The four "D's" of information management
- Piles vs. Files (both paper and electronic)
- "I know I put it somewhere" syndrome

### **Principle #5 – Staying Focused**

During the conclusion of the workshop, all of the tools are unified to create a complete and integrated personal organization system.

**Challenge:** In the reality of a crazy, interrupt-driven day, how do I maintain a high level of focus throughout the day?

**Key:** A prioritized and sequenced To-Do list

*Specific issues covered:*

- How to build an effective To-Do List
- Prioritizing - Why is it so hard to do?
- 360° Delegation
- Flexibility- Changing gears on the fly
- Getting back on track
- Dealing with “left-overs” at the end of the day



## *“I’m Spread So Thin You Can See Through Me!”* MOST FREQUENTLY ASKED QUESTIONS

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### What is the “I’m Spread So Thin You Can See Through Me” Workshop?

It is a fast moving, fun, highly interactive, half-day workshop teaching:

- ... a **simple systematic process** for managing an incredible volume of activities,
- ... **how to stay focused** in the reality of an interrupt-driven day,
- ... how to improve the **effectiveness and quality** of personal performance.

### What is the LifeTime Organizer®?

The **LifeTime Organizer** is a comprehensive, professional organization tool where the skills, processes, and techniques in the workshop are practiced and applied.

### How is your workshop different from other training programs?

The *Spread So Thin* workshop has been specifically designed to deal with the **realistic** and **practical** challenges being faced by busy professionals.

Many programs teach good principles and theories but provide no tools for instant application. We believe that information without application leads to frustration.

On the other side of the issue, there are many “tools” in the marketplace which can be acquired “help us get more organized.” Unfortunately, we have found that most people continue to do the same things ... they just do it in a new place.

We have combined the strengths of both options and eliminated their weaknesses. We have specifically identified the critical success skills for high quality, effective personal management. We teach these skills in a practical, how-to workshop in which **participants p-a-r-t-i-c-i-p-a-t-e**. And we provide a tool for them to immediately begin practicing and applying their new skills.

### What specific skills would be taught for my organization?

In our conversations with other companies across the country, these were the necessary workshop skills at the top of the list:

Keeping Commitments  
Desk Management  
Follow-up Skills  
Effective Filing  
Information Retrieval  
Developing Tickler Files  
Planning  
Prioritizing  
Handling Interruptions  
Reduce Stress

A Consistent Process  
Easy to Apply  
Staying Focused  
Project Planning  
Tracking Details  
Meeting Deadlines  
Increased Organization  
Gaining Closure on Loose Ends  
“Earning the Right to Forget”  
Having Nothing Fall Through the Cracks

Remember every workshop we conduct is different. While this is a fantastic list of skills others have identified, it is possible that other items may surface. We will always give every group the opportunity to add more items to this list to ensure that we are meeting everyone at their highest point of need.

Additionally, due to the crazy environment in which most people work, it is of utmost importance that they learn how

- ... to be flexible,
  - ... to change gears on the fly,
  - ... to deal with the unexpected crisis or distraction, and
  - ... to get right back on track again.
- This is reality.**