

Executive Club Newsletter

June 2008

A White Woman in a Black World: A Unique Perspective of Champaign Urbana

BY JEANNETTE BECK

Thursday June 19

Champaign Country Club
11:30 a.m.: Registration and Networking
11:45 a.m.: Buffet Opens
12:15 p.m.: Mtg/Program



Sandra Jones will share her experiences and perspectives as a white leader of a black organization in Champaign-Urbana. Sandra Jones was named Interim CEO for the Urban League of Champaign County in November 2007 following the resignation of Tracy Parsons. She was previously Chair of the Urban League Board.

Sandra is a member of Executive Club and owner and CEO of Bring it Home Products, a start-up manufacturing company that creates and distributes novelty products in the children's educational market and the general consumer and collegiate gift markets.

Registrations are due by noon on Monday, June 16. Please indicate if you are bringing a guest. Contact the [Treasurer](#) with questions about registration. **Register online now!**

Pre-register online and send a check for \$15 to ECCC, P.O. Box 61, Champaign, IL 61824-0061 **OR** pre-register online and pay on day of luncheon.

*Remember, there will be a **\$5 late fee** for reservations received after the Monday Noon deadline. Attendees with late or no reservations will be permitted to attend as seating is available.

Thank you for your consideration in making the reservation/check-in process run as smoothly as possible!

[Top](#)

Time Management 101

President's Message

BY JAYNE DeLUCE

What happened to the "lazy, hazy days of summer?" Kids used to play outside until dark; work was often followed by grilling outside or meeting friends. Now kids are more involved in structured activities and there

Archives

- [December 2010](#)
- [November 2010](#)
- [October 2010](#)
- [September 2010](#)
- [August 2010](#)
- [July 2010](#)
- [June 2010](#)
- [May 2010](#)
- [April 2010](#)
- [March 2010](#)
- [January 2010](#)
- [December 2009](#)
- [November 2009](#)
- [September 2009](#)
- [August 2009](#)
- [July 2009](#)
- [June 2009](#)
- [May 2009](#)
- [April 2009](#)
- [March 2009](#)
- [January 2009](#)

What is the primary reason that you choose to attend monthly ECCC luncheons?

Interest in Presenter/Topic of Message

Time/Date Fits within Work Schedule

Social/Networking Opportunities

Other:

Vote

Polldaddy.com



doesn't appear to be any down time at work. I'm in the process of moving offices and we're opening a new building in August, so everything is chaotic. Projects at work (and home) are mounting without an end in sight.

So it's time to take back control of my time and make it work better for me. Found this article by Greg Smith, author of [Here Today, Here Tomorrow](#) with some good tips:

Louis Boone, a poet and novelist once said, "I definitely am going to take a course on time management... just as soon as I can work it into my schedule." The most important skills I learned in life were not taught in school. Time management is one of those skills needed in today's 24 X 7 work life. A person who can't manage time hurts teamwork. Poor time management makes for a poor salesperson. A teenager who doesn't show up for work on time will get fired. Best of all, managing time well reduces stress and anxiety. Included here are a few time management tips I've picked up over the years.

1. Know what is important. Clearly define the most important aspects of your job--the effort that generates key results. If you don't know what that is, ask questions such as, "What has the greatest impact or value on your staff members or clients?" "What will increase sales?" Focus on the 20 percent that generates 80 percent of the results.

2. Prioritize and make "To Do" lists. Now that you know what is important about your job make a master weekly "To Do" list. Write an "A," "B," or "C" next to each item based on importance. At the beginning of each day make a daily "To Do" list. Stop and think--which item absolutely must be completed today? This does not include items you'd like to get done today, but only the item(s) that have to be completed today.

3. Avoid the "feel like its." Poor time managers base their actions on their feelings and moods. You know the type, "Yeah, I know the garbage can is overflowing, but I don't feel like taking it out right now." Effective time management is more about habit than feelings. Most people do the easy and simple elements of their job first... like reading their email, scanning the newspaper, cleaning off their desk etc. Good time managers do what is important first, irregardless of their feelings. As Nike says, "Just Do It!"

4. Schedule your biggest project for your peak energy period. It took me many years to figure out not everyone is a morning person like me. I hop out of bed before the sun comes up ready to head off to the office, while others don't hit their stride until 3 p.m. Therefore, during your peak energy period focus your mental and physical resources on the largest projects.

5. Learn to delegate. A person who refuses to delegate will likely be a very busy, frustrated and heading for burnout. It is not necessary for a manager to personally handle every item. One very successful regional sales manager readily attributed part of his success to the fact that he trusted his administrative assistant to handle routine items that did not require his personal decision. This left him free to concentrate on working with sales personnel outside the office.

6. Toss it or file it. Follow the rule to touch paper only once. Know what is important and throw away every piece of paper you don't think you will need. If you want to keep it spend 10 seconds filing that important paper now rather than 30 minutes searching for it later.

7. Use folders to prioritize your work; sub-divide files. If you are a paperless office, use your computer to sub-divide files. For example, I created electronic folders for my articles titled, "Articles for 2007," and "Articles for 2008." This way I can quickly find what I am looking for. If you have paper files use colors folders to see which jobs need your immediate attention. I use red folders for hot projects and client files. Yellow folders

are for new ideas and projects. Blue folders tell me this is for research. Get the idea?

8. Be realistic and stay flexible. One way to set yourself up for a panic attack is to plan an unrealistic amount of work for one day/week/etc. Use your common sense to recognize when you have over-scheduled yourself. Don't get so organized where you become unapproachable.

9. Schedule time for you. Schedule a "personal time" appointment on your calendar each day. If someone wants to see you at that time, just say, "I'm sorry, I have an appointment then." Whether you use this for personal reflection or as a few quiet minutes to catch your breath or simply time to think, it's a legitimate use of time. And you will still get as much, if not more, done.

10. Make sure your electronic planner does not cost you time. People who use electronics enjoy the orderly convenience of a digital assistant, but sometimes they take longer to enter and maintain information in a gadget than to jot it down with a pencil in an old-fashioned paper planner.

11. E-mail. Answer E-mail immediately. The same rule applies to email as paper. Read it once and do something with it. Don't read it and then let it pile up in your in-box thinking you will get back to it. Keep your inbox clutter free. Create a "keeper" folder and transfer the mail you want to keep for later. Create another folder for "Actions pending" etc. Respect other people's time and avoid forwarding those stories/jokes people love to send unless they agree to get them first. Use the delete key aggressively and delete junk e-mail without reading it. Learn to use your filters to eliminate spammers.

Time is valuable, and time management can help you be more productive, successful and less stressed out so you have more time to enjoy your life more.

TOP

Join New Book Club

BY AMY FRUEHLING

The new book club is off to a great start! They have selected "Widow of the South" by Robert Hicks for the first book. A next meeting date has been set for Wednesday evening, June 25. Additionally, the group discovered a great website to facilitate book club selections and discussions, www.readinggroupguides.com.



The group can accommodate a few more members, so please contact Amy Fruehling afruehli@uiuc.edu if you are interested in joining.

TOP

ECCC Board of Directors Slate for 2008 - 2009

BY HOPE WHEELER

The ECCC Nominating Committee met and agreed to propose the following slate of the ECCC Board of Directors for the 2008-2009 year:

President: Hope Wheeler (new)

Vice President: Jeannette Beck (new)

Secretary: Julie Roth (new)

Treasurer: Deb Reardanz

Membership: Jackie Phillips

Programs: Ellen Schmidt (new)

Social Events & Networking: Kathy Reeves (new)

Newsletter: Jody Littleton

Outreach: Andra Bez (new)
Operations/Logistics: Sandy Cirillo-Barnes (new)
Ex-Officio: Jayne DeLuce

The recommended slate of Directors will be presented to the general membership at the June 19, 2008 ECCC meeting. Additional nominations will be accepted from the floor.

The 2008-2009 Board of Directors will be elected by a majority and by those voting by absentee ballot. If you need to vote by absentee ballot, please contact any of the current Board members for information. Please note, absentee ballots must be received by the ECCC Board prior to the June general meeting to be counted in the voting.

Thank you to the nominating committee: Hope Wheeler (chair), Janey Adams, Jan Kiley, and Beth Katsinas.

[TOP](#)

Member Profile

Amy Fruehling

Amy Fruehling our fearless ECCC social events & networking coordinator's real job is the Senior Associate Director, Business Career Services at the University of Illinois College of Business. As with most of us she wears many hats such as when she acts as chauffeur and cheerleader for her children. Another activity she enjoys is eating out so next time you see her quiz her on where her favorite places are! When she does get some couch time her favorite tv shows are Grey's Anatomy and Brothers and Sisters. Amy's favorite movie is Homeward Bound. She's a U2 fan. Amy hails originally from Barrington, Illinois.



[TOP](#)

Member Profile

Jody Littleton

Jody Littleton grew up near Neoga, IL. She currently is the Executive Director of Community Relations at Parkland College. She is an active person enjoying hiking, camping, canoeing, playing tennis and biking. Her other interests include art, theater, and reading. She recommends The Time Travelers Wife, Eat Pray Love, and if you like historical romance anything by Georgette Heyer. Favorite movies include When Harry Met Sally, Lord of the Rings, and Restoration (especially if you like Robert Downey Jr.). One of her favorite quotes is ""Well begun is half done." Aristotle.

[TOP](#)