

May 2010



Dear EWI Members:

I hope you all have a chance to visit our updated D.C. Chapter's website at www.ewi-dc.org. It is beautiful and provides all the information you need to tell others about our organization (the program, the events, and the scholarships). As you speak to colleagues remind them of the purpose of our organization. We promote member firms, enhance personal and professional development, and give back to the community.

Women who participate in EWI have access to a variety of events and programs, and their companies benefit through the professional connections and the recognition as business leaders in their communities.

This was evident at our by last meeting at Shula's Steak House in Tysons Corner. We had a wonderful presentation on HEART HEALTH ADVOCACY presented by Lisa M. Tate, Chief Executive Officer of WomenHeart. The energy in the room was electric and I do not think anyone really wanted to leave.

I hope you can attend our Adult Students in Scholastic Transition (ASIST) Awards Dinner On May 12th. This special scholarship is open to adult students at transitional points in their lives. Applicants may be single parents, individuals just entering the workforce or displaced workers. This year's dinner will be held at the City Club at Columbia Square, 555 13th Street NW. Our guest speaker will be Terri Flood, Executive Director, Jubilee Jobs.

Finally, if your business has a special need or has accomplished something great, let us know. We will be sure to communicate it in our EWI CONNECT. I hope this month brings you renewed personal and professional happiness as we experience spring unfold.

Jennifer Wild

2009-2010 President, EWI of Washington, DC
Alternate Perspectives, Inc.

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CONNECTIONS | CAREERS | COMMUNITY

Wednesday, May 12, 2010

***ASIST Award Dinner
With Guest Speaker
Terri Flood
Executive Director, Jubilee Jobs***

Location: City Club at Columbia Square
Potomac Section
555 13th Street, NW
Washington, DC 20004

6:00 PM Reception
6:30 PM Dinner and Program

Parking: Garage entrance on 12th Street
Metro: Metro Center
Cost: \$50.00 Members and Guests

**Please RSVP to Debbie Williams by Friday, May 7th
phone: 202-457-0617
or e-mail: Deb@Wisdom-Williams.com**

***Cancellations made within 72 hours of the meeting date, those who do not RSVP or "no shows" will be charged the meeting fee. Members with outstanding meeting fees must bring their account current to attend future meetings. Prepayment of meeting fees is appreciated and welcomed.*

**Please remember to bring non-perishable food items
to support the Gethsemane United Methodist Church Food Pantry.**

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**EWI is
The leading connection for business professionals
Send your press release or ad to
Publication Director Karen Kuhn at karen.kuhn@verizon.com**

Connections



Columbia Lighthouse for the Blind will host its 51st Annual Camp Lighthouse, for children who are 6 -12 years of age, beginning Monday, June 28, 2010 and ending, Friday, July 2, 2010, 9 a.m. – 3 p.m. each day. Camp Lighthouse will take place on the campus of The Catholic University of America in Washington, DC. To request a camper application or to learn more details, please contact Andrea Noel, (240) 737-5171 or arnoel@clb.org. If you would like to volunteer at the camp, please complete the application included with this newsletter. For more information, contact Jocelyn Hunter, Jocelyn Hunter, jhunter@clb.org.

Careers

Working Smarter: 22 Proven Time-Saving Tips

Are you putting in extra hours at the office, or spending an hour or more a day commuting? Here are 20 proven shortcuts and tips for saving time and making your day more productive.

1. Under Commit and Over-Deliver:

Whenever you set a timeline to deliver to another person, always give yourself more time than necessary. Giving yourself more time than you think you'll need will also reduce the stress levels. Not only does this give you a cushion for unanticipated delays, but you can usually deliver projects earlier than you promised, and go above and beyond the call of duty.

2. Deadlines: Most action items do not get completed unless there is a deadline. If you have a task or project you want to complete, set a date for completion. Set that date a few days earlier than really necessary. This will help you to avoid procrastination and banish the last-minute stress.

3. Set Goals: Humans have a tendency towards directionless drifting. Set yourself career goals, job goals, and personal goals, and make sure that you maintain the momentum and move forwards, however slowly. Focus on your goals and objectives helps

you prioritize and concentrate on the tasks that bring you joy.

4. Organize and Systematize: An organized office, desk and filing system makes doing your work easier, less stressful, and more productive.

5. Efficient E-Mails: Be efficient with your e-mail use. Think of your email inbox as a virtual desk. An overflowing inbox is akin to sitting at a desk overflowing with paper and files requiring your attention. Instead, set aside time to process email. When you open an email, take action on that email in that moment. Ask yourself, "Is an action required?" If you can handle that action within a few minutes, do it now. If the action requires more time, note the action on your task list or calendar – or place emails requiring 'action' in an "Action" folder.

6. Turn Off E-Mail: E-mail can become addictive and stressful. There's a psychological need (curiosity) to open every email as it comes in. People overuse e-mails, which are often time consuming to type. Where possible, avoid endless e-mail tennis and pick up the phone, or arrange a face-to-face meeting. Businesses used to run perfectly well without e-mail – avoid the temptation to use it just because you can.

7. E-Mail Discipline: Try to keep your inbox as clear as possible, and use spam filters, an e-mail filing system, and concise, clear subject

lines. To reply to e-mails, use short paragraphs and bullet lists, for speed and clarity.

8. Task Grouping: Group similar tasks together, which saves time and makes sure that you are in the right frame of mind. If you have a list of phone calls to make, or an inbox full of e-mails demanding replies, set aside a time to handle a group of similar tasks all at once. Finish one group, and then move on to the next.

9. End Meeting Madness: The timing of meetings is critical. Morning meetings are usually more productive than late afternoon meetings, when people are tired, thinking about getting home, and less likely to ask good questions.

10. Focus Time: Constant interruptions make it impossible to focus on tasks and get work done. Try a few techniques to minimize them. Set aside periods where you are not to be disturbed, posting a "focus time" sign on your office entryway, asking people not to interrupt you at that time. Likewise, set office hours when your office door is open and you're available.

11. The Night Before: Start your day the night before. At the end of the day, review your list for accomplishments and list of three to five of the most important tasks that you intend to complete the next day. When your day begins, look at the list first and stick to completing those tasks.

12. The 80/20 Rule: The Pareto Principle works. Concentrate on the 20% (the most important) before thinking about the other 80%.

13. Prioritize: Put tasks into one of three categories, Low, medium, and high priority; A, B, and C; or even, 'might get around to it,' 'better do something about it,' and 'Someday Maybe.' A's are something that needs doing before you lose your job, client or employee, as part of the 20%. B's are tasks needing to be done, but not until the A's are over. C's are for when you have a quiet moment in your schedule.

14. Voice Mail: Use your voicemail by encouraging callers to 'Please leave a brief message.' When you listen to your messages, make a note of when you will call them back, by creating a "Call" list on your task list or calendar. Set aside time daily when you review your "Call" list and return all calls.

15. Follow up on Meetings &

Conversations: If you make a decision, or reach an agreement over the phone, send a brief e-mail to confirm and clarify.

16. Set up a Reading File: For any reading that isn't critical, put it in a 'To Read' file and set aside weekly time to catch up on reading.

17. Computer Control: A slow computer soon eats into your time.

Keep your software up to date, and use 'Scandisk' and 'Defragment' regularly, to clean up old files and streamline your hard drive. Seek computer training for any applications that you use frequently. For computer video tutorials, *check out Lynda.com, or VideoProfessor.com*

18. Delegate: If you can, delegate jobs that allow others to develop skills and experience. Find out if there are people around you that would like to take on a project or two that you can't find the time and interest for.

19. Driving to Work: If you drive to work, and cannot car-pool or use public transport, try listening to training CD's, or use a handsfree telephone device to handle some of your phone calls while commuting.

20. Flextime / Work from Home: Some organizations allow staff to work from home for one or two days per week, reducing the amount of commuting time. Virtual office technology is making this easier, and without interruptions in the office, working at home can increase productive time.

21. Procrastination: Are you putting off tasks you don't like? Commit to doing those tasks the first part of your day. The rest of your day will be easier and more fun getting the unwanted tasks out of the way.

22. Review: Type or write these questions and post them where you can read/review them daily:

- 1) What will I do today to help the organization achieve our mission?
- 2) What does the company most need me to do?
- 3) What is the most productive use of my time?

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Virginia Farrington
www.WorkMadeEasier.com*

EWI Teleseminar

Join us for *The Truth About Negotiation: 7 Strategies for Success*

Presented by: Colette Carlson

Details: Stop selling yourself short and leaving business on the table!

Negotiation is a necessary skill throughout your business and personal life, but few of us have ever had any formal training on how to succeed. In this content-rich program based on the latest research, Colette discloses innovative ways that will forever change the way you close a sale, buy your home, ask for a raise, or even get your kids to clean their room!

Date: May 6, 2010 **Time:** 7:00 pm ET
Register: Phone: (801) 355-2800 or ewiconnect.org

EWI of Washington DC Welcomes New Member

Gallery La Musa

***5345 Wisconsin Avenue, Washington, DC
 202.537.5000***

Ann Maria Baldine designs luxurious hand-made rugs for exquisite interiors. Her fascination with style and pattern and her passion for art blend confidently in her designs. An appreciation of nature is reflected in the harmony and balance of her beautiful forms and color palettes, while the appealing juxtaposition of sophisticated style and whimsical spontaneity enhance and define her work.

The eclectic interests of this artist and designer exhibit a freedom from convention that contributes to the originality of her work. She steps beyond the traditional style categories familiar to the industry. You are invited to view the artists portfolio and enjoy the experience.

The Gallery la Musa is a unique interiors showroom dedicated to art and design. The gallery represents a variety of talented artists and fine manufacturers of extraordinary products. La Musa has been focused on natural fiber products since it opened its doors more than twelve years ago. It is also the working studio of AnnMaria Baldine.

About the artist

For my entire professional life, I have been involved in art and design. Since childhood, I have been a dreamer and a doodler—a precursor to my life today as a designer. Reflecting, I cannot remember a time when I was not enthralled by nature, light, color, pattern, texture and all the inspiration they offer for creativity. Impassioned by all forms of art, it is through design that I have found my path to creative expression.

Weaving, known to be one of the most ancient arts is my chosen medium with which to give breath and life to my designs. Since my strength is in my work and not my words, I invite you to review my portfolio. It best defines who I am and what I aspire to be. *Visit,* <http://www.annmariabaldine.com/>.

Imagination eliminates conventional boundaries of style, color, shape and size of the hand made rugs and tapestries I design. Originality is my goal. If what you desire is unique in design and quality I invite you to visit la Musa or call for a consultation. Make this the first step of an enjoyable journey to select or design functional art that reflects your personality, enhances your lifestyle and provides a lifetime of enjoyment.

Chapter Operations

Treasurer's Report

Operating Account	\$ 3,327.93
Alliance Funds	\$ 16,824.18
TOTAL OPERATING	\$ 20,152.11
B/C/DP Account	\$ 15,091.02
Awards to be funded	\$ 5,997.70
Restricted Reading Rally Funds	\$ 3,000.00
Money Needed for Top of Town	\$ 2,212.50
Unrestricted Funds	\$ 3,880.82



CONNECTIONS | CAREERS | COMMUNITY

Gala, Casino and Silent Auction



Reservation Form Executive Women International Business Career Development Program (B/C/DP) November 6, 2010

Top of the Town Arlington, VA

*EWI B/C/DP is a nonprofit organization chartered under section 501 (c)(3) of the Internal Revenue Code
(Tax ID Number 74-2456897)*

Please Reserve my tickets for the EWI Gala

\$100 per person

\$175 per couple

Name _____

Company Name _____

Address _____

City, State, Zip _____

Phone: _____ Email: _____

Number of Tickets _____

I cannot attend. Please accept my contribution of \$_____

Make checks payable to *Executive Women International, Washington DC*

Mail to: Paula Heichel
Wells Fargo Advisors
1133 Connecticut Avenue
Washington, DC 20036
Phone: 202-861-4475
Fax: 202-861-4513
paula.heichel@wfadvisors.com



**The Business/Career/Development Programs of
EWI of Washington DC**

Are made possible, in part, by the generous contributions of these member firms:



EWI Mission Statement

Our mission is to bring together key individuals from diverse businesses for the purpose of:

- Promoting member firms
- Enhancing personal and professional development
- Encouraging community involvement

Community

Reading Rally 2010

On Friday, April 16, 2010, four representatives of Executive Women International's DC chapter, Nancy Dinse, Jocelyn Hunter, Phala Johnson, and Patti Ripperger, conducted the literacy project, Reading Rally, to approximately 27 first grade students at Glassmanor Elementary School in Oxon Hill, MD. The students, two, first grade teachers, and the principal were all so excited about the Reading Rally. During the event, the students received copies of the book, *When Donkeys Fly*, and the students thoroughly enjoyed the story. Courtesy of Erin White, Mindy's Catering, cookies and juice boxes were given to the teachers and students. During the program, the students shared with us their career aspirations. Some of those goals include practicing law, ballet dancing, working as professional athletes, and teaching.

This is EWI's second visit to the school. One of the school employees is strongly considering joining EWI.

Reported by Jocelyn Hunter, B/C/DP Chair

CALENDAR OF EVENTS

Meetings are held on the 2nd Wednesday of the month unless otherwise noted.

May 12, 2010

ASIST Award Dinner
City Club at Columbia Square

June 9, 2010

Firm Night
Karin's Custom Images & Wells Fargo Advisors
Catered by Mindy's Catering
Offices of Wells Fargo

November 6, 2010

EWI Gala Fundraiser
Top of the Town

May 6, 2010

Teleseminar
The Truth About Negotiation:
7 Strategies for Success

June 12, 2010

Women's Symposium
Hosted by
EWI of Richmond
Richmond, VA

September 23-25, 2010

63rd Leadership Conference & Annual Meeting
Kansas City, MO

Member Firms

- 24/7 Technology Solutions, Inc.
- A Thyme to Taste
- Alternate Perspectives, Inc.
- American Clinical Lab Association (ACLA)
- Austin-Weston Center for Cosmetic Surgery
- Best Messenger
- Columbia Lighthouse for the Blind
- FMC Corporation
- Goodyear Tire & Rubber Company
- Gray Loeffler, LLC
- H Street Ventures
- Karin's Custom Images
- La Musa *new member 3/10*
- Metro Floors
- Mindy's Catering
- Pepsi Beverages Company
- Price Modern
- SunTrust Bank
- Susan I. Wranik Associates
- TRAK Companies
- Verizon
- Wells Fargo Advisors
- Wisdom & Williams
- York Flowers



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