

Maia Messenger

Volume 38
Issue 5

May'17/Jun'17

Maia Chapter
P.O. Box 3226
Ann Arbor, MI 48106

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May 16 program: Creating a Nimble Organization



Presented by Tiffany Marra, PhD, Director,
CEW

The topic that will be discussed: *How do you create an organizational model that can nimbly adjust to the fluctuating needs of campus?*

Tuesday, May 16, 2017

Quarter Bistro
3008 Maple Road
Ann Arbor, MI

6:00 p.m. Networking

6:30 p.m. Short Business Meeting

7:00 p.m. Dinner

7:20-8:05 p.m. PROGRAM

8:15 p.m. Adjournment

REGRETS are due by noon on
Thursday, May 11 at
<http://abwa-maia.org/regform.html>

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• ABWA Mission Statement

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.



A Message From the Executive Team

Greetings Maia Members,

Thank You for electing me as your 2017-2018 Women of the Year- what a great honor. Congratulations to our Top Ten Nominee Mary Shindell.

Recently I received the Staff Award for Excellence from the Department of Internal Medicine. At the excellence celebration, I was provided with a copy of the nomination form. Under the leadership category- my involvement with ABWA was mentioned. I was so honored and pleased. Tell your ABWA story to your boss and co-workers. You might be surprised with the rewards.

Springtime usually brings new beginnings, new awakens. Make a new commitment to grow Maia chapter and ABWA by sponsoring a member during this year's spring membership recruitment campaign which ends on May 31st.

Kudos to Maia Chapter for an outstanding Women's Together Event on April 22nd. I heard nothing but good things!!! As quoted by Brenda Griffin- "Everything was very nice from the presenters/topics, the venue, vendors, food and fellowship!"

Please Save the Date: DVP Luncheon - July 8th. To honor our District

V Vice President- Mary Shindell. It would be such a great pleasure if Maia had a 100% participation. This is a great opportunity to meet some of the members from the National Board along with our American Business Women- Teresa Williams. Mary Ceccanese is the co-chair for this event- stay tuned with more information from Mary at an upcoming chapter meeting.

Take advantage of our DVP- Mary Shindell. She is available to answer any questions you might have regarding ABWA in a nutshell. Remember Mary is located in our own backyard. Please join Mary on her monthly District V Updates Conference calls- held the 1st Thursday's of the month- 7:00 p.m. Eastern time or on-line.

It's not too early to start planning for the National Women's Leadership Conference- October 11th thru October 14th- Lancaster, PA.- Watch your Women in Business Magazine for further details!

Take Flight in ABWA,

Sharon Walker
Treasurer
Membership Chair

Maia Chapter Vision Statement

Maia Chapter is a diverse group of fun, energetic and positive women working together for continual growth of ourselves and our group. We are recognized locally, regionally and nationally for advancing the personal and professional development of business women through our programs and educational opportunities.



Creating a Nimble Organization

Presented by Tiffany Marra, PhD, Director, CEW



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.

***Changing Women's Lives
One Woman at a Time***

For more information about ABWA
Maia Chapter, contact Delores Mortimer
mortime@umich.edu or visit our website at
www.abwa-maia.org

www.abwa-org
ABWA
AMERICAN BUSINESS WOMEN'S ASSOCIATION
Maia Chapter

Tuesday, May 16, 2017

Quarter Bistro, 300 S. Maple Road, Ann Arbor 48103

6:00 PM Networking - 6:30 PM Dinner meeting - 7:20 PM Program

For more than 52 years, CEW has been committed to serving as a launching pad for change through programming, counseling, and advocacy. CEW's job is to identify the unmet needs of students, faculty, and staff on campus and to fill those needs until change becomes institutionalized. The topic that will be discussed: *How do you create an organizational model that can nimbly adjust to the fluctuating needs of campus?*

Please join us, as we learn from Dr. Marra's experience with collaboration, team-building and community-building organizations.

Dinner at your own cost; \$19 at meeting or @20 Paypal

**Please make your reservation by noon on Thursday, May 11, 2017*

<http://abwa-maia.org/resform.html>

**space is limited*

Why Diversity Matters on My Team!

Presented by Dyan Jenkins-Ali, MHSA, Senior Project Manager,
Strategy and Planning, University Human Resources



Tuesday, April 18, 2017

Quarter Bistro, 300 S. Maple Road, Ann Arbor 48103

6 pm Networking - 6:30 Dinner meeting - 7:20 Program

Diversity and inclusion of women and other underrepresented groups on workforce teams impact social justice and innovation. Social justice resonates with us as "it's the right thing to do," as a humanitarian call for fairness, equal representation, and opportunity, within both academia and other industries. Its roots are derived from civil rights and feminism, backed by decades of social progress and research. Innovation is a more recent phenomenon, resulting from best practices and research that points to the competitive advantages of diverse work teams along dimensions of innovation, productivity, efficiency, and problem solving.

Relevant points:

Unconscious Bias at Work

Leveraging Differences = increased productivity

Compliance

Dinner at your own cost; \$19 at meeting or @20 Paypal

**Please make your reservation by noon on Thursday, June 15*

<http://abwa-maia.org/resform.html>

**space is limited*

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AMERICAN BUSINESS WOMEN'S ASSOCIATION
Maia Chapter

2017 Regional Conference Reports

Thank You for sponsoring me to attend the regional conference in Kansas. Our Saturday workshop were focused on Effective Goal-setting and Planning Skills.

How to Avoid Common Bad Habits that Affect Productivity

Kick Bad habits out of the ballpark. The most common bad habits that affect productivity are:

Bad Habit No. 1: Lack of Planning

Why People do this: They often say, "I've got too much work to do to waste time planning."

Mindset change: You have to spend time to save time.

How to change the habit: Adopt a foolproof system top performers use to arrange their workdays.

- Analyze** actual behavior
- Plan** what you want to accomplish
- Act** on your Plan-Monitor your progress

Bad Habit No. 2: Multitasking

Why people do this: They often say, "Multitasking will help me save time."

Mindset change: Realize that multitasking can waste time and risk lives.

How to change the habit: Stay focused on your job.

- Group tasks and do them sequentially
- Never do other tasks while talking to a client.

Make Technology a tool, not tyrant

- Only check and respond to emails a few times a day
- Explore the value of instant messaging
- Don't engage in cyber-slacking. The internet is a tool, not a toy.
- When you need to concentrate on one task, unplug

Bad Habit No. 3: Perfectionism:

Why people do this: They often say, "If it is not absolutely perfect, it is a complete disaster."

Mindset change: It is more important to get things done than to get them done perfectly.

How to change the habit: Recognize your tendency to be a perfectionist.

- Know your goals and priorities
- Maximize your impact
- Train yourself to rely on others
- Don't let the perfect interfere with the good
- Employ selective perfectionism

2017 Regional Conference Reports

Bad Habit No. 4: Never Saying “No”

Why people do this: They often say, “I want people to like me” or “I can’t say “no” to my boss.”

Mindset change: Learn a good motto to work by: “Say “yes” to “no!”

How to change the habit: Plan a strategy ahead of time.

Understand your rights

-You have a right to say “no”- you are not obligated to explain why you are saying “no”

-You are allowed to keep saying “no” to multiple requests

The direct “no”

-Understand when to use-for example, in social situations and with family members

-Know your priorities

-Practice not saying “yes” immediately

The indirect “no”

-Understand when to use-for example, with bosses and clients

-Acknowledge the request. (“I appreciate that you thought of me.”)

-Clarify. (“Help me understand. ““Can we see what this entails?”)

-Establish where this task fits in with the rest of your responsibilities

-Explore alternative solutions

Bad Habit No. 5: Procrastination

Why People do this: They often say, “I don’t know what I’m doing,” or “I don’t want to do this project,” or “I don’t have time to do this, “or I’m not ready to do this.”

Mindset change: Leave nothing for tomorrow that can be done today-really!

How to change the habit: Use the seven steps for ending procrastination.

Plan: Create a to-do list with deadlines

Simplify: Keep your plan simple so it doesn’t appear overwhelming

Prioritize: Rank the items

Separate: Find items that take 5 to 15 minutes and sprinkle them through your to- do list

Reward: Review your to-do list from time to time and reward yourself for accomplishments.

Balance: Be sure to take as much time doing as planning; over planning is procrastination

Review: Before you leave for the day, take 5 to 10 minutes for one last look at what you have accomplished and start your to-do list for tomorrow.

Bad Habit No. 6: Filling the Day with Busywork

Why People do this: They often say, “If I just keep moving, “I’ll eventually catch up.”

Mindset change: Without taking care of yourself, you do not have the energy that you need to take care of the demands on your time.

How to change the habit:

-Build downtime into your schedule

-Identify and make use of your “peak productivity time”

-Prioritize

-Work on short- and long-term goals

Sharon Walker

2017 Regional Conference Reports

Numerous times in my life I have been told that I am a good organizer. I really enjoy categorizing items, developing folder systems, and generally knowing where things are. However, when I get stressed, I struggle with keeping up with my own organizing techniques.

At the regional conference, there was a section devoted to “Stress-reducing Tips During Crunch Time,” including reminders to get organized, shorten your workday, and reduce stress. Those suggestions included the following:

- Review long-term and short-term goals daily;
- Write your to-do list and separate into priorities (I have found this to be extremely helpful);
- Block time and schedule tasks critical to job success;
- Avoid packing your day with too many projects (a definite fault of mine);
- Negotiate deadline tasks (if possible);
- Delegate wisely;
- Evaluate and eliminate tasks that are no longer productive;
- Prepare for the morning the evening before (simple things like planning on what you are going to wear the next day can save a great deal of time).

If you are in a one-person office like I am, unfortunately there is no one to delegate projects to. However, reviewing your “to do” list frequently, setting priorities regularly, and allowing realistic timelines for projects can help to reduce stress.

In addition, another suggestion was made to help deal with work-related stress (and, I would like to add, life stress in general). That suggestion was to build a life outside of work. That is where ABWA can provide great assistance. When I think about one of the components of our mission, I think about the diversity in our group (age, race, creed, occupation, etc.) and how we all support and encourage each other. Research shows that building connections like these – ones that are marked by mutual regard, trust, and respectful engagement – benefit us individually through heightened learning abilities, resilience building, and broader thinking, but they also improve our physical and psychological health. ABWA provides all of these benefits and so much more!

In closing, it is with deep appreciation that I thank you, Maia members, for the generous scholarship to attend Regional conference! And, might I put in a plug for next year – start planning now to attend because it is the very first time that the Regional conference will be right here in Ann Arbor!

Mary Ceccanese

Maia Chapter President

Support Our Members!

Meghan Hessler
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District V Conference Call is scheduled for April 6 at 6pm Central / 7pm Eastern. Conference call number: [\(712\) 432-1212](tel:7124321212), 427-009-332#

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's 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.



Sharon Walker, elected Maia's Woman of the Year at Mar'17 meeting and Mary Shindell elected Maia's Top Ten candidate.

Congratulations ladies!



Maia members at Central Regional Conference in Kansas City, MO
March 30—April 1, 2017

Dates To Remember

HAPPY BIRTHDAY

MAY:
None

JUNE:

23—Michelle Thomas



Mark Your Calendar!



Save the Date

DVP Luncheon
Saturday, July 8, 2017
Weber's Inn
Honoring DVP
Mary Shindell

Meetings & Events

HAPPY MAIA ANNIVERSARY!

MAY

None

JUNE

Debra Cromwell 1 years
Karen Michone 3 years
Cathy Reisfield 2 years
Gale Schmenk 1 years
Sara Turner 5 years

JUNE

- 1 DVP Conf call
- 10 Eastern MI Council mtg (Novi)
- 13 Executive Board mtg (Ross SoB)
- 20 Chapter meeting

JULY

- 6 DVP Conf Call
- 8 DVP Luncheon honoring Mary Shindell
- 11 Executive Board mtg (TBD)
- 18 Chapter meeting

Save the Date

National Women's
Leadership Conference
October 11—14, 2017
Lancaster, PA

Register NOW to attend this jam packed educational event!!

ABWA Maia Chapter Contacts and ABWA National Officers

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