



<p>Contents</p> <p>Letter from the Chair.....1</p> <p>FEBRUARY'S PROGRAM.....2</p> <p>HOT TIPS 2</p> <p>Member of the Month.....4</p> <p>BUSINESS FORUM</p> <p>February 10, 2010 Wednesday 5:30 – 7:00 "Improve your surroundings on a Budget"</p> <p>To be held at the home of WBN Member Joanne Neale</p> <p>44 Dartmouth Avenue, Needham</p> <p>, RSVP to Joanne at 781-444-4614 .</p>	<p>GREETINGS FROM THE CHAIR</p> <p>I hope everyone has found a way to keep warm so far this winter! It certainly has been a cold and snowy season so far. Fortunately, being hearty New Englanders, we always find a way to make it work.</p> <p>Our Networking Lunch groups are underway. If anyone has not been contacted by a group captain, or would like to be added to the list, please contact Edith Woodcock, the committee chair.</p> <p>Our next meeting is a breakfast to be held on February 12, 2010. This meeting is open to members, only. This is one of the two meetings held during the year that are strictly for networking. These meetings provide our members with a valuable opportunity to get to know each other and what their businesses have to offer. We have so many interesting members and their business backgrounds are diverse. <i>Remember to always use WBN first for your needs, referrals and business connections!</i></p> <p>At the February meeting, we will be introducing an additional way to promote your business. A member will be given a three-minute opportunity to share some interesting news about their business. The information should be relevant, informational and interesting. It is not meant to be a commercial. Femina Ali has aged to be the first to speak. I am looking for a volunteer for March!</p> <p>All the Best!</p> <p>Patti McGlynn</p>
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FEBRUARY'S PROGRAM

Our next meeting will be held on **Friday, February 12**, at the **Wellesley College Club**, **beginning promptly at 7:30 a.m.** (*Please be sure to RSVP by Friday, January 2, to Cathy McGrath 781-235-2446 or cmcgrath@wellesleychamber.org*). We will look forward to seeing everyone.

HOT TIPS

3 Steps to Managing Your Day

From **Andrea Novakowski**, Master Certified Coach (andrea@coachandrea.com or 508-231-0766)

The best laid plans for your day are easily thwarted by simply opening email or walking past a colleague's desk. Before you know it, you've lost countless hours to putting out fires. Here are three steps for keeping control over your day and your time:

1. Set a plan for the day. Spend five minutes before turning on your computer in the morning to write down what you want to accomplish that day. Be realistic. Schedule time in your calendar to get each thing done, putting the harder tasks at the beginning of the day.
2. Refocus. Every hour take a minute to stop what you're doing, look at your list, and reflect on your last hour. Was it productive? What can you do to make the next hour productive?
3. Review. At the end of the day after you shut off your computer, review your day and ask yourself what you were able to accomplish. What will you do differently tomorrow?

Coaching request: Plan, refocus, review. Very simple. Have you created your priority list for today?

Adapted from "An 18-Minute Plan for Managing Your Day" by Peter Bregman.

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**Patti McGlynn**  
McGlynn, Clinton & Hall Insurance

### Winter Home Safety Tips:

Keep the chill out and safely enjoy the season  
Your home is one of your most important possessions. By keeping it properly maintained, you can reduce the risk of a loss. Please take a moment to review these important safety tips.

- \* Check your outlets for frayed wires or loose connections.
- \* Keep adequate fuel reserves on hand because fuel carriers might not be able to refuel for several days during severe weather.

- \* Lower the temperature in rooms not in use. Make sure there is sufficient heat to prevent the freezing of water pipes.
- \* Clean or replace your furnace filter.
- \* Service snow removal equipment and keep ice-melting compound on hand to melt ice on walkways.
- \* Protect your roof against heavy snow and ice loads. Keep gutters clean and roof drains open.

**Barbara Fay Boudreau**, will address the next Massachusetts Society of Genealogists – Middlesex Chapter meeting on Saturday, February 13, 2010, beginning at 1:30 p.m. at the Waltham Public Library. She will present an illustrated talk on researching and writing *Florence Cubitt: From Nudist to Dancer*, which won the 2008 Massachusetts Society of Genealogists’ Family History Writing Prize. The meeting is free and open to the public

### **Safe and Healthy Home Seminars Offered**

Tibma Design/Build is offering a series of five seminars on Safe and Healthy Homes. The very timely topic of the upcoming seminar is "Is My Kitchen a Healthy Environment?" There will be a panel of experts to address this topic. It will be held on Tuesday, February 23 at the Wellesley Free Library at 7:30PM. The seminars are free to the public and refreshments will be served. Since seating is limited, we are asking people to RSVP in advance. You can contact us at 781.453.0414 or at [info@tibmadesignbuild.com](mailto:info@tibmadesignbuild.com).

The dates of the remaining seminars, which will also be at the Wellesley Free Library at 7:30 PM,

**Is My Bathroom a Safe and Healthy Environment?** – Wednesday March 24

**How Can Home Control Systems Add Comfort & Safety to My Home?** – Tuesday, April 27

### **Connections-**

Patti McGlynn would like to thank *Femina Ali* and Wellesley Dental Group for choosing the McGlynn Clinton and Hall Insurance Agency to provide for their business insurance needs.

Congratulations to *Lynn Falwall*, *It’s Your Move* and *Lucy West*, Rackemann, Sawyer and Brewster for being named to the Natick VNA Board of Trustees.

## **. MEMBER OF THE MONTH**

Member of the Month – Ellen Klapper

Ellen and I met for our “interview” at a fun bakery in Newton Center, called Pie. We had met together before and talked business, so I knew this would be a fun assignment for me. I put the word interview in quotes because our meeting was anything but that, rather it was two women talking about mutual topics such as parenting, careers, the real estate market, schools, adoption, and hobbies.

Ellen was born and raised in Newton. She attended NYU with a background in dance movement therapy, something she still enjoys now during her private time. After college she married and moved to Greece for a couple of years with her husband and then returned home to Newton as a single woman working in the mortgage banking field. An active member of WBN about 15 years ago, Ellen left the group to become an adoptive single mom to Emma, born in Moldavia, and brought home at 16 months of age. So now Ellen has 2 teens in the house – Emma, 13 and in 8<sup>th</sup> grade in Newton and her second teenager is Linus the cat that rounds out her immediate family!

Personally, Ellen spends her time with Emma and both enjoy the Appalachian Mountain Club and hiking the White Mountains in the summer. Ellen also enjoys dance, swimming and knitting. She volunteers her time with the Anti-Defamation League, specifically in the program which deals with anti-Semitism in the middle school years. Her charity of choice has always been the orphanage in Moldavia that brought Ellen and Emma together.

Professionally, Ellen enjoys her work in the mortgage-banking field. She was with Cambridge Savings Bank in Cambridge and then nine years ago joined Wells Fargo where she still enjoys a successful career. An active net worker, Ellen is active with BNI (Business Networking International) as well as WBN. She is always ready to make contact for a business meeting in order to enlarge her referral network. I encourage you to call and have coffee and get to know Ellen – She is fun, knowledgeable and definitely hard working.

## **APOLOGY FROM THE EDITOR**

In the last newsletter I somehow through my lack of skill inadvertently attached a random sentence to Judy Pike lovely letter about the friendships formed at WBN. I am very sorry to have spoiled Judy’s letter and any appearance of lunacy must be attached to me and not Judy.

**Deadline for the February newsletter is February 22<sup>th</sup>**

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