
The **ASWA** *Journal*
Seattle

Volume 58 Issue 12

<http://www.aswaseattle.org>

June 2007

Seattle Chapter Meeting
Wednesday, June 27, 2007

College Club of Seattle
505 Madison Street, Seattle, WA 98104
(206) 622-0624

Social Hour 5:30 pm
Dinner 6:30 pm

Menu:

Salad: Spinach & Bacon Vinaigrette

Entrée: Roast Turkey with Dressing

Potato: Mashed

Vegetable: Green Peas with Pearl Onions

Dessert: Sherbet

Vegetarian Option: Vegetarian Pasta

| | |
|------------------|---------|
| Members/Faculty | \$25.00 |
| Guests | \$27.00 |
| Students Members | \$17.00 |
| Student Guests | \$19.00 |
| Coffee Only | \$ 3.00 |

Reservations, even if selecting the coffee only option, need to be made by

1 pm, Thursday June 21,

in order to guarantee a spot. Standing reservations will apply. For **reservations**: use the **Online Reservations Form**, send email to reservations@aswaseattle.org, or contact, Arrangements Chair, (206) 467-8645 (ASWA voice mail).

For **cancellations**, please call, use the online form, or send an email to cancel no later than noon on

Monday June 25.

No-shows and late cancellations will be billed. Walk-ins are welcome but with no meal availability guarantee.

Wednesday, June 27
1 Hour CPE

Topic: Work Styles:
so THAT'S why you drive me crazy!

Speaker: Alice Rowe

In this highly interactive session, take a quick "test" to identify your primary work style. Then explore ways to combine the strengths of each style, plus help others understand how best to work with you. Once we understand how to interact with the four primary work styles, teamwork increases and tension decreases. Discover a tool that will help you lead your own work team to a better understanding of one another.

Alice Rowe is an experienced management consultant, trainer, and public speaker. She holds a Ph.D. in Human and Organization Development. Alice describes her expertise as "the people side of work," which includes topics such as team building, communication, decision-making and leadership. She uses a highly participative, motivational style, based on her conviction that the best learning happens when participants are involved both intellectually and emotionally.

Dr. Rowe is also the author of Where Have All the Smart Women Gone? Her book is an enlightening portrayal of smart women in our culture. Profits from the sale of her book go to a women's shelter. She often presents on the topic of women and achievement.

Self-employed, Alice has taught on the community, college, and masters level, as well as consulted with a diverse range of public and private organizations. She continues to focus her energies on developing presentations and seminars that respond to the contemporary needs of men and women in the workplace.



President's Message June 2007

Reflecting and Preserving

This past weekend a small group of members gathered to sort through years and years of old ASWA records. We sorted through 33 boxes, with plenty more left untouched. Each piece of information was examined and got the stamp of either "preserve" or "purge" (or, since we are in Seattle, "recycle"). The process took us on a walk down memory lane, at least for those of us who have been members for twenty (yes, 20) or more years. It was fun to recognize names of former members as well as entertaining to look at photographs, handwritten messages, and news articles (do you remember Spotlight Dinners?). It was interesting to see how thorough some members were with their record keeping (gives me something to aspire to). Our spring cleaning refreshed my memory of why I became and continue to remain an active member.

Although this is my last month as President, I have obligations to fulfill as the Immediate Past-President. I will remain on the Board and will chair the Nominating Committee in 2007-2008. Notwithstanding these obligations, I was asked if I planned to ride off into the sunset or remain active in ASWA. The short answer remains that I have been a member since March 6, 1985 and I'm not going anywhere! (I did go into hibernation when I had children, but Liz pulled me out. She has a firm grip, and I'm not just talking about one on reality.) I knew that while I was in hiding that I could (and did) call any of you and be welcomed. Each of you, as well as my membership in ASWA, will always make my "preserve" box. Memories abound. Friendships remain. So, as long as you are active with me, I will see you next month, next year, and each year after that. Encourage one another like you have encouraged me. True friendship doesn't fade. It blossoms and multiplies and creates beautiful spring bouquets.

Jana Helmuth

president@aswaseattle.org



Announcements

Planning/Board meeting

Saturday, July 14th. Olympic View Community Church. www.olympicchurch.org. Currently scheduled from 9 – 2 with a potluck lunch

FareStart Guest Chef Night/Dinner

Thursday, July 19th. ASWA Seattle is again volunteering to serve at Guest Chef night. We need a group of 12 people; no experience necessary. Come and see FareStart's new **air conditioned!** facility at 700 Virginia St. Orientation is at 4:45PM (plan to eat around 9:00pm). If serving isn't your forte, gather fellow ASWA members, friends and family and come and dine that night. All of the tip money goes to support FareStart. Dinner reservations can be made through the Internet at www.farestart.org or by phone at 443-1233. Reservations are available from 6-8 p.m., with seating every 15-minutes. Please note: there will be a short presentation and graduation ceremony at 7 p.m.; therefore they will not take seating requests for 7 p.m. or 7:15 p.m. The scheduled Chef is Jason Wilson from Crush. Reservations open 6/7/07. Don't wait! Guest Chef night frequently sells out. **To volunteer, Contact Carrie Noess.** CommunityService@aswaseattle.org W 206-212-6267, H 206-824-4682

Joint National Conference - October 25 - 27

What's that noise I hear? Buzz about the upcoming JNC? Last month some of us had a chance to visit the conference facility in Orlando to check out the meeting rooms, hotel facilities, and other amenities at Disney's Coronado Springs Resort. For those of you who haven't been to Walt Disney World recently, you are in for a surprise. From the Disney Magical Express (the coach from the airport), to the check-in, to the service at the resort, you won't be disappointed. We have reserved a JNC room block with easy access to CPE sessions and resort eateries. We'll be encouraging you to book your reservations early in order to place yourself within that very convenient room block. Also, be on the lookout for an advance copy of the preliminary CPE sessions to be posted on the website later this month. Mark your calendars now for October 25th – 27th. (I find that drawing a big set of Mickey Mouse ears around the numbers of my October calendar makes me smile! But then I'm a little partial to it, having the same initials as the big mouse and all!) *Monika Miles, ASWA Director and JNC Chair* monika@labhartmiles.com

Joint Meeting with Bellevue

July 25th. Mark your calendars, tell all your friends! Dinner meeting is joint with Bellevue and sponsored in full (as in FREE) by Starbucks at the Sodo Center!!!! 2401 Utah Ave South, First Floor Lobby. Check in at 1st floor lobby between **5:15-6PM**. Because this is a secure building there will be an escort to the meeting room. If arriving after 6PM there will be a contact phone number posted.

Renew Your Membership Online!

Did you know that you can renew your ASWA membership online? This year, all members who renewed by June 15th will be entered into a special drawing for a free registration to the JNC, the place to network, grab some CPE and share experiences with other inspiring women in your field. So, take advantage of ASWA's online membership renewal today! Simply click on the secure [ASWA Membership Renewal Invoice](#). Questions? Contact aswa@aswa.org

Tips for Better Time Management

by Ilga Paskovskis (ilga.paskovskis@rhi.com)

Time-management issues can be a challenge for employees at all levels. In a recent Robert Half survey that asked chief financial officers about the greatest challenge financial executives face today, "time management" was the top answer. It garnered 46 percent of responses, more than double "keeping up with technology," which ranked second.

To thrive in today's fast-paced business environment, accountants must take a proactive approach to managing their time and workloads. If you're trying to regain control of a chaotic schedule and increase your efficiency, the following tips can help:

Establish priorities. Each morning, identify the day's most critical and time-sensitive tasks, and then give those issues your undivided attention. It's also beneficial to avoid multitasking, which often impedes real productivity, until you move on to lower-priority assignments.

Break it down. Major assignments can seem overwhelming, but developing a focused step-by-step game plan will help. When approaching a large project, break it down into smaller, more manageable tasks. For instance, if you're responsible for producing a lengthy report, prepare an outline of the key elements and set deadlines for completing specific sections.

Cut the clutter. The benefits of a clean and orderly working environment can't be overemphasized. Regularly go through the items on your desk and separate the important from the less important. Once you've categorized an item, file it, forward it or trash it - don't leave it to collect dust on your desk.

Develop a tracking system. By systematically monitoring your progress, you'll be less likely to overlook dates and details. Consider using project management software to electronically track deadlines and activities; a tickler file (papers placed in a file folder according to the date the item will need to be handled) to remind you of pending items; or a simple notebook to list each project, its status and the next steps to take.

Take a technology timeout. Nothing is more distracting than the pinging sound of an incoming e-mail or instant message when you're trying to concentrate. Taking periodic breaks from technology allows you to work free of interruption, while giving you time to refocus and recharge.

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 350 offices throughout North America, Europe, Australia and New Zealand, and offers online job search services at www.accountemps.com.



Strategic Planning Committee Report on Annual Goals:

Program is delivering 10 CPE meetings a year, assuming the speakers as discussed at our last meeting.

Membership: We have approved 19 new members with several new memberships to be approved. We are well on our way to our target of 24.

Member Retention, reconciliation needs to be done between the National Database list of members and our local list of members. We cannot know if our member retention is on target until we know who is in the Chapter!

Member Participation is running at about 60%. That is very far below our goal of 90%.

We felt that all of our Strategies and Action Plans were on target, although some higher level follow-up to ensure that the people responsible for instigating the action knew what, when, where and how they were supposed to act would not be amiss.

The next Strategic Planning meeting will be in April 2007.

Next Journal Deadline:

**Wednesday,
 June 27, 2007**

The Seattle Chapter of the American Society of Women Accountants, to serve its members' interests, publishes the Journal monthly.

If you have news, seminars, community meetings, committee meetings or an article you would like published, attach the file (preferably in Word™, single spaced with no tables, boxes or irregular formatting) and send via email to **Marilyn Wilt** at journal@aswaseattle.org.

Calendar of Events

June 27, 2007

**Monthly Meeting: College Club
 Installation of Officers & Directors
 Speaker: Alice Rowe
 Topic: Work Styles! So That's Why You Drive Me Crazy!**

July 14, 2007

**Planing/Board Meeting
 Olympic View Community Church**

July 19, 2007

Farestart Guest Chef Night

July 25, 2007

**Monthly Meeting: Sodo Center
 Joint Meeting with Bellevue
 Speaker: Kellis M. Borek,
 Topic: Hot HR/Employment Law Topics for 2007**

October 25 – 27, 2007

National Conference: Orlando FL

December 7, 2007

**ASWA/Seattle University
 Fall Tax Seminar**

ASWA Mission Statement

The mission of the American Society of Women Accountants is to enable women in all accounting and related fields to achieve their full personal, professional, and economic potential and to contribute to the future development of their profession.

ASWA Claim Statement

For women who seek advancement in the accounting profession, ASWA is a professional membership organization that provides the leadership skills required for success. ASWA provides experienced mentors and a supportive, non-threatening environment to practice business management and establish a professional reputation among peers.