

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

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WALKING THE LINE: GENUINE PARTY NAVIGATION

Your intention at a business or social event may be to meet many people and refresh your existing connections. At the same time, **your goal must be to engage in authentic exchanges.**

In your efforts to get a broad exposure, beware of being known as one who “works the room.” When chatting with someone, **FOCUS. The person you are talking to requires your exclusive attention. Keep your eyes and ears centered on them.** How insulting for a person to detect you are looking over their shoulder to find a more interesting or important person!

Now there are times when people like to “attach” themselves to you. If you do not take action, you will end up spending the rest of the event talking to this one person and not taking advantage of the networking opportunities the gathering offers. **It can be tricky to release yourself from this situation with tact.**

Options include **suggesting that you would like to refresh your beverage, or use the restroom.** These are tasks you would take on without your “new friend” and therefore release you from the seemingly inescapable conversation.

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ABOUT US



Libby Mack Van Vleet has a background in marketing and administration, and is a certified high school English teacher. She is a

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Another technique would be to **find someone new to join your conversation**. Facilitate an introduction and provide some tidbits for conversation. Excuse yourself at an appropriate juncture moments later. You have achieved “escaping” from the person compassionately by not leaving them alone.

Sharing yourself authentically with people, while not getting bogged down in one interaction, is a fine line to walk. Doing so successfully will make a great impression and set you apart as people reflect on their time with you.

YOUR Business Etiquette Topics:

Submit your thoughts and questions to libby@wakefieldetiquette.com.

Libby will address your ideas in upcoming issues of our newsletter.

HOW DO YOU WANT TO BE REMEMBERED?

Libby Van Vleet and her father Wake Mack promote business etiquette. It is a smart and easy way to retain clients. Increase business earnings and sales. It is time to take your employees to the next level.



When you retain the services of Wakefield & Wakefield, be prepared for success as your staff members maximize their potential and exceed expectations.

Set yourself apart to get an edge. People will remember!

For further information about Wakefield & Wakefield, contact Libby at 503-893-9253 or libby@wakefieldetiquette.com.

SUPPORTERS AND CLIENTS

Thanks to all of our fabulous clients and supporters.

- Arlington Club Speakers Corner – Arlington Club
- CB Richard Ellis, Inc. - Mike Wells, Managing Director
- Isler Northwest LLC – Tania Gitch, C.P.A.

graduate of Colorado College and Chapman University.



Wake Mack is a former lawyer, local businessman and financial services development officer. He graduated from Notre Dame, Willamette College of Law, and served in the U.S. Marines Corps.

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WISE WORDS

“Do not wear your courtesy like a watch, to be taken out now and then when you want to impress people. Be courteous always, wherever you go, with whomever you happen to be.”

– *Sister Mary Mercedes*

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- National Charity League, Inc. – Sarah Allen, Portland Chapter
- Washington Trust Bank – Linda Williams, President, Oregon Region

WHAT PEOPLE ARE SAYING...

“Thank you, Wake -- You and Libby were a breath of fresh air for us. Thank you for taking your time to share such timeless information with us.”

John Chambers, C.P.A., Isler Northwest LLC

“Thank you. All of us have more than a few important take-aways – and it was fun too.”

Linda Williams, President, Washington Trust Bank, Oregon Region

“Thank you for your wonderful presentation today. My colleagues and I enjoyed it immensely and are sure we will put it to good use.”

Ray Jordan, President, Ray Jordan, PC

"There has been a lot of 'buzz' about [your presentation]. People are really interested in the subject, love the positive ways that you present it, and want more."

Amy Fields



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