

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

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BEST PRACTICES ON THE GOLF COURSE

The recent local weather has hinted that summer might actually arrive in the near future! I noticed a lot of people taking advantage of the beautiful weather by fitting in a round of golf. Others might have been lucky enough to slip away over spring break to California or Arizona to enjoy the sport. Take a moment this spring to refresh best practices on the golf course. Here are a few tips to help you make a great impression throughout this golf season:

- **Avoid jiggling golf tees in your pocket.** This minor habit can be very irritating to those in your foursome. We all should make an effort to keep our hands out of our pockets anyway to allow for better posture and a more alert and confident appearance. This goes for your bag too. Don't jiggle around in your golf bag while someone is trying to tee off.
- **Cell phones** have no place on the golf course. If it is tempting to check messages or make calls throughout your round, consider leaving your device in the car or at home. Be aware that many golf courses have banned mobile phones. If you must bring your mobile phone for business or being on call, make sure it is silenced in order to be discreet.
- **Stand still and stay quiet** when someone addresses the ball. You

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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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may think you are out of sight or earshot, yet you could still distract a player while making a shot.

- Take only **one practice swing**. This will help the game keep moving. Spend some time practicing at the range on your own, rather than take other golfers' time.
- Most importantly, **have fun and smile**. Enjoy the time outside. Be generous with compliments. It is so easy to make a quick comment about a nice shot. People will remember!

Integrate these ideas into your golf habits so that you may set yourself apart while on the course. Take advantage of the social and business functions of the game while having a great time.

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.

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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- CB Richard Ellis, Inc. - Mike Wells, Managing Director
- Isler Northwest LLC – Tania Gitch, C.P.A.
- National Charity League, Inc. – Sarah Allen, Portland Chapter
- Perkins Coie LLP - Stephen English, Partner - Litigation
- Washington Trust Bank – Linda Williams, President, Oregon Region



WHAT PEOPLE ARE SAYING...

“Excellent, practical guidance to avoid embarrassing social mistakes and to maximize the business opportunities created by social interactions.”

Stephen English, Partner - Litigation, Perkins Coie LLP

“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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