

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

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HOLD DOORS AND WIN FRIENDS

*Many people strive to get the most out of every minute of every day. This mindset results in people multi-tasking and moving quickly to pack it all in. Sometimes this racing around leads to inadvertently slamming doors in people's faces. We propose you add one more practice to your busy days: **hold the door for others!***

Brighten someone's day. **Slow down** as you enter and exit places. Glance behind you and hold the door for the next person.

Who holds the door? It depends only on who arrives first, man or woman. Make a special effort for the elderly, people carrying packages, or those managing small children.

Hold the door for everyone; it doesn't matter if you know them well or if they are a perfect stranger; if they are of high rank in your company or the barista from the nearby coffee shop.

*Door holders show respect and sensitivity to those around them. **People will remember** the simple and thoughtful act of holding the door, and will therefore like you! **Hold the door and have a productive day. You will make a great impression, and win friends.***

YOUR Business Etiquette Topics:

INSIDE THIS ISSUE:

Hold Doors and Win Friends

How do you want to be remembered?

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

WHAT PEOPLE ARE SAYING...

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

Amy Fields, The Town Club

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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“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



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