

# WAKEFIELD & WAKEFIELD

Business Etiquette

*set yourself apart • get an edge*

HOME

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## POST EVENT FOLLOW UP:

### "STRIKE WHILE THE IRON IS HOT"

After a business or social event, you might be excited about continuing the conversation with a refreshed connection or new acquaintance. This sentiment is not far from the feelings you might have after a successful first date. How long do I wait to call him or her again? What do I say? As the saying goes, "Strike while the iron is hot":

- Try to **send a piece of mail or an email to the person of interest within a week**. Be sure to refer to the conversation you had at the event, whether it was about an office remodel or a great upcoming fly fishing trip.
- **Follow up the week after that with a phone call**. Depending on what feels appropriate to your relationship, suggest a quick meeting at 10:00 or 2:00; or a breakfast or lunch.
- **WAIT A MINUTE!** You have invested a lot of energy into pursuing your new contact, but **have you thanked the organizer of the event at which you made the connection?** Always thank your host within a few days of the event with a quick note or phone call.

Timely follow up as well as thanking your host will help you make the

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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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most of your networking efforts, and take yourself to the next level.

### **YOUR Business Etiquette Topics:**

**Submit your thoughts and questions to [libby@wakefieldetiquette.com](mailto: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](mailto: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
- 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.”

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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*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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