

WAKEFIELD & WAKEFIELD

Business Etiquette

set yourself apart • get an edge

HOME

OFFERINGS

ABOUT

CONTACT

TAKE CARE OF YOURSELF TO PRESENT YOUR BEST SELF

A common theme in the Wakefield & Wakefield etiquette seminar offerings is act with kindness and courtesy. However, **an essential element to treating others well is taking care of yourself.** Our world expects us to be multi-taskers, tending to meetings, phone calls, emails and more all at once. **It is a challenge to be thinking about others' needs when you feel drained by day to day demands yourself.**

Here are a few **ideas to keep yourself happy and healthy, and therefore able to present your best self to others:**

- **Take deep breaths often.**
- **Treat yourself to a break.** Ideally you might be able to step outside for some fresh air and green space. Although, there is great power in your ability to imagine. Close your eyes for a few moments and think of a relaxing setting, perhaps ocean waves or a mountain lake.
- **Make a list.** Getting a task list out of your brain and onto a piece of paper will clear your mind allowing you to start making tangible progress by checking off the things you have accomplished.

INSIDE THIS ISSUE:

Take Care of Yourself to Present Your Best Self

How do you want to be remembered?

Supporters and Clients

What people are saying...

ABOUT US



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

[Subscribe](#) to our email list

- **Take one step at a time.**

These simple habits may help relieve tension and provide perspective throughout your day. **You might catch yourself holding the door more often for others, or pausing a moment longer to make eye contact as you exchange small talk.**

Take care of yourself because you deserve it. **Feeling your best will also enable you to be even more considerate to those around you.**

Source:

Zeer, Darrin. *Office Spa: Stress Relief for the Working Week*. San Francisco, CA: Chronicle, 2002. Print.

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

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.

www.wakefieldetiquette.com
503-893-9253

WISE WORDS

“Life is not so short but that there is always time for courtesy.”

– **Ralph Waldo Emerson**

[Subscribe](#) to our email list

- 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

This email was sent to . To ensure that you continue receiving our emails,
please add us to your address book or safe list.

manage your preferences | **opt out** using **TrueRemove**[®]
Got this as a forward? **Sign up** to receive our future emails.



[Subscribe](#) to our email list