



NIKE The official publication of New York State Women, Inc.

VOL. 73 ■ ISSUE 1 ■ SEPTEMBER 2023



Our Mission

To connect and build women personally, professionally, and politically.

Our Vision

To empower women to use their voices to create positive change.

Dated Material – Deliver Promptly

Are YOU a member of NYS Women, Inc. yet? Time to check us out at nyswomeninc.org



ORGANIZE & OPTIMIZE



Organize and Optimize

-Janet Carey
NYS Women, Inc. President, 2023/2023

Thank you for attending our annual conference in June at Resorts World Catskills and thank you for electing me to serve a second term as your president. It is an honor to serve in any position in this organization, especially as president. Much work and behind the scenes planning took place for the annual conference and I am grateful for the contributions. Special thanks to our hosts – the Professional Women of Sullivan County and Region 3, President-Elect Robin Bridson, and our executive committee.

We are enjoying summer as I write this, but all too soon the chill will be in the air and we will be turning the corner into fall. Please mark your calendars and save the date for our Fall Board Meeting in October.

CALL TO: October Board Meeting
DATE: October 14, 2023
LOCATION: Holiday Inn, Saratoga Springs, NY
TO: Executive Committee, members of the Board of Directors, and all members of New York State Women, Inc.

NOTICE is hereby given that the 2023 October Board Meeting of the New York State Women, Inc. will be held on Saturday, October 14, 2023 at the Holiday Inn in Saratoga Springs, NY. The schedule will include a board of directors meeting (all board members in good standing will be eligible to vote at this session) and all New York State Women, Inc. members are welcome to attend this session, but will not vote at this session. There will be a luncheon speaker and workshops. Registration forms and hotel information will be available on our website. All members of NYS Women, Inc. are encouraged to attend this fall meeting. This will be an active meeting with lots to learn, ideas to share and friendships to treasure. What better way to kickstart your year? You may want to take advantage of all that Saratoga has to offer and stay the weekend. More details of all that is planned will be in the *Communicator*. Remember my theme for this year, **You are the Key, Unlock Your Potential** as you select opportunities to attend events which will empower you to become better “personally, professionally and politically” and to serve others.

The theme of this *NIKE* is Organize and Optimize from my “O” in “Choose your PATH and MOVE.” While checking out at the grocery store last week, one of the magazines proclaimed **GET ORGANIZED!** It featured hundreds of suggestions for every room of your house. Cures for clutter as well. As we start our NYS Women, Inc.

new year in our chapters, regions, and committees it is so important to be organized.

Where do we start? That is the question, so that the task does not appear overwhelming. When we have a mission and a vision and we know what our goals are, then it is much easier to organize ourselves to be productive. Fortunately, NYS Women, Inc. has a mission and a vision and bylaws as well as an MOI/tool kit to help us be organized. For committee chairs, elected presidents and Region Directors, making sure we have an agenda sent out before each meeting can keep us organized. Taking a workshop on navigating our website so we know where to quickly find what we need when we need it can be beneficial as well. Using our MOI to give each officer or committee their duties can help clarify purpose and keep organized.

Keeping a policies and procedures manual with timelines and best practices for each office and committee chair and then passing it down to new members taking these positions so they gave the guidelines and tools to be organized and successful can save much time in getting committees heading in the right direction.

Using *Roberts Rules of Order* during our board meetings allows everyone to participate in a fair playing field and keeps a meeting more organized and goal directed. Using a parliamentarian as a resource also keeps meetings more organized. Ensuring that accurate minutes of a meeting are sent out soon after the meeting refreshes everyone’s memory and keeps us on task with action items from the meeting.

Organization is a team effort and a team, as we know, is only as strong as its weakest link. So, we all need to organize for the benefit of everyone.

Where does optimize come in? The definition of optimize is “to make as effective, perfect, or useful as possible. Some synonyms are” improve, maximize, enhance, upgrade, revise, and strengthen. Our organization seeks to optimize its performance by eliminating unnecessary steps and processes and avoiding duplicating work. To do this we need to clearly identify the goals to be accomplished then rethink processes and eliminate redundant ones. We need to understand where the organization is to be able to identify the necessary improvements to be made. There are always new issues, challenges, and opportunities to improve.

The newly-formed task force chaired by past presidents

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2023

MONTHLY
15 Communicator deadline

SEPT
15 NIKE submissions deadline

OCT
14 October Board Meeting
Holiday Inn
Saratoga Springs, NY

We connect
and build
women
personally,
professionally
and politically.

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From the Editor

“Don’t let anyone rob you of your imagination, your creativity, or your curiosity. It’s your place in the world; it’s your life. Go on and do all you can with it, and make it the life you want to live.”


– MAE JEMISON, ASTRONAUT, DOCTOR & ENGINEER

AUTUMN IS THE PERFECT TIME TO ROLL UP our sleeves and get to business! I always start by **organizing my thoughts**, because when I know what to tackle first it will **optimize my time**. Whether it’s setting up this year’s programs for our chapter – I’m the new president of the Buffalo Niagara Chapter – or creating a calendar of personal to-do items – I’m newly-retired! – I “ORGANIZE and OPTIMIZE.” Not so coincidentally, that was one of President Janet Carey’s 2022/2023 themes and also the overarching idea behind this issue.



All our features in *NIKE* are related to organization and optimization, starting with the article “You can simplify your life” by Deborah Cabral on the next page. She has great ideas on how to create a more peaceful life by tackling the disorganization in our homes and offices. And speaking of great ideas, Rita Emmett has “Twenty-one Tips to Cultivate Clutter-Busting Habits” in her article on page 7.

“Four Steps to Successful Negotiations” by Jo Fabrizio, Esq. (page 8) describes how to optimize our skills and get the end results we want when negotiating. “How Goal Setting Becomes Goal Getting” by Amy Bath gives us thoughtful insights into achieving our aspirations (page 13) and Ann Michael Henry just gets right down to the basics with her “Make a List!” on page 15.

With all these tools, we can get started! 

-Joyce DeLong

(After earning her chemical engineering degree from Stanford University and her medical degree from Cornell Medical College, Mae Jemison joined the Peace Corps and served as a doctor in Sierra Leone. Upon her return, she applied to the space program, eventually becoming the first African-American woman in space. She now works in the private sector, holds nine honorary degrees and remains a dedicated dancer.)

DECEMBER 2023 ISSUE DEADLINE: SEPTEMBER 15, 2023.

Add *NIKE* in your email subject line and send to the attention of Joyce DeLong, *NIKE* editor or Katharine Smith, associate editor at PR@NYSWomeninc.org. Previously published material must be accompanied by a letter from the publisher with permission to republish and credit line to be included with the article.



Several years ago, I was the keynote speaker at the NYS Women, Inc. annual conference, where I spoke about simplifying your life (a topic with mass appeal!). Whether you're out there in the workforce or the CEO of your home, we're all faced with having so much to do and not enough time to do it. If you're feeling overwhelmed with family and work responsibilities, you're not alone. Disorganization in your home and/or workspace and ineffective time management are sabotaging your chances for a more peaceful existence.

Although most people understand the benefits of being organized and managing time better, for emphasis sake, they are worth repeating: you'll save time and money, be more productive, feel more in control and less stressed, and – here's my personal favorite – you'll have more time to do the things you enjoy doing! Doesn't that sound good?

The phrase we use when working with clients, or when I speak to groups about time management, is “If

You can simplify your life

by Deborah J. Cabral

you fail to plan, you plan to fail.” How true! Without a plan, you're merely reacting to what is thrown at you day in and day out. Living and working this way can be extremely stressful as well as cause frustration and a host of other issues. Planning ahead is critical to simplifying your life.

As you begin to organize and simply your life, keep in mind that the physical clutter in your surroundings breeds “mental clutter.” It happens the other way around too: when you have mental clutter (feeling overwhelmed, anxious, tired, etc.) it's almost impossible to think clearly and maintain order in your life. Your outer world is a reflection of your inner world.

Here are some of my tips that will help you to organize and simplify your life:

Use a daily planner. It can be paper or digital, whichever you prefer. The key is recording all of your

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You can simplify your life

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responsibilities, tasks, and appointments so you have a quick and easy way to refer to them on a daily basis. Use a planner and give your brain a break. It's impossible to remember everything – so don't even try!

Set goals. It's important to set personal and professional goals. Studies show you are more likely to achieve a goal if it is written down. If you want to declutter your home, an easy goal could be scheduling – and committing to – 15 minutes a day, every day, to begin the process. Remember, write it down!

Only commit to things you are passionate about. Often we try to be everything to everybody. You know someone like that or maybe you are guilty yourself. You volunteer for multiple committees at work, offer to be at every school party, or agree to coach your son's soccer team even though your time is limited. In the end we become overwhelmed and resentful. Commit to one or two causes you are passionate about and politely decline any other offers.

Keep relationships strong. When we're stressed, we often take it out on those we love the most. De-stress and simplify your life and focus on the important relationships. Communicating clearly and often is essential. Ask for help when you need it or reach out to someone to talk to when that overwhelming feeling hits. Offer to do the same for someone important in your life. It's the relationships in our life that mean the most, not the activities we are running to or the house we are trying to keep clean. A good hug always helps when your busy life seems out of control.

Establish routines. To have a productive family and work life, it's important to create routines to keep things running smoothly. In the home, we work with clients to create "zones" to keep them organized. Some sample zones are a "family hub" which contains a calendar and bulletin board to help with scheduling; a "lunch-making and snack zone" which helps make these tasks easier to manage; and a "launch zone" that creates an organized place to store coats, book bags, boots, etc. All these zones make it easier for family members to stay on track and share the work load. They can help children learn to be independent and responsible.

At work, routines can be created to help with efficiency. For business clients we set up routines that organize their workspace and workday as well as train them on how to manage their time more effectively. Having routines that are second nature and easy to follow are the key to increasing efficiency in your home or at work.

Remember, for every minute you spend organizing, an hour is earned. Start today and simplify your life! ➔

Deborah J. Cabral can elevate your workplace – she challenges employees to think and act differently, increases efficiency on every level and creates a culture and space that inspires and encourages productivity. You contact her at 315-794-9495 or dcabral@dceffconsult.com.



This article was originally published in the September 2012 issue of NIKE.

Feature: Organize and Optimize

Our clutter does not come from being messy, lazy or disorganized, it comes from four goofy habits:

- S**aving things that we never need or use;
- I**nsisting on bringing in things that we never need or use;
- N**ever deciding on a place for things to be put
- S**etting things down instead of putting them where they belong



Twenty-one Tips to Cultivate Clutter-Busting Habits

by Rita Emmett

So how about trying to incorporate one new habit to counteract clutter habits? Here are 21 ideas to do just that:

1. If you haven't used it in a year, get rid of it.
2. Every day, before turning on your computer, toss or put away three things on your desk.
3. When you buy one thing, get rid of one thing (a toy for a toy, a shoe for a shoe).
4. Glance over your left shoulder every time you leave a room. Pick up the clutter you spot and take it with you to put it where it belongs.
5. Decide now. Clutter is often caused by putting off decisions.
6. Make a place for everything, such as special papers, and each child's school papers. Make a place for mittens, scarves, hats, boots, and so forth.
7. Put everything in its place. Teach your family to put things where they belong. (One way to teach: "If everything is where it belongs, you can come with me to the mall or you can watch TV. If it's not, you can't.")
8. If you take it out, put it back.
9. Ask a "non-clutter friend" to help you sort through your closet or other clutter. Some people will be
10. Take five minutes whenever you can to tackle a small section of clutter (or do it during the commercials of the first hour of watching TV).
11. Find a person or organization that will love and cherish your stuff as much as you do. That makes it easier to say good-bye to things you don't use or need.
12. Decide on one place to put your keys (a hook or bowl near the door, a certain section of your purse) and cultivate the habit of putting them there always.
13. Live simply so that others might simply live.
14. When you want to buy something – no matter how sensational or adorable it is – think if you have a place to put it. Even if it's the greatest bargain in the world, don't buy it if you don't have a place for it. What a life-changing way to think!
15. Always open mail next to a wastebasket. Get BIG wastebaskets for every place in your home that you need to encourage tossing or recycling paper, magazines, catalogues, newsletters, newspapers or other paper clutter.
16. Never leave a room empty-handed until the only

Continued on page 15

Four Steps to Successful Negotiations

by Jo A. Fabrizio, Esq.

What comes to mind when you hear “negotiation”? Words like cold blooded and hard-nosed? Do you immediately conjure up images of grey-suited men in harshly-lit conference rooms? If so, you are not alone. These are the views most of us have when we think of negotiation. Since most of us do not view ourselves as cold-blooded or hard – nosed, we see only the ultimate experience in confrontation. We mistakenly think that’s what it takes to be a good negotiator. And we stay away – very far away – from anything that remotely resembles a negotiation. Does any of this sound like you?

These notions and images are far removed from reality. Rarely do we think we are negotiating when we discuss where to vacation with our spouse or how to organize the PTA fundraiser with the committee members – but we are. You negotiate every day – in your home, at your job and in your personal relationships. By first understanding the goals of negotiation and then following a few simple rules, you can successfully negotiate – all without donning a grey suit! It just takes practice.

Men and women communicate differently.

Before entering into any negotiation, women must be aware of two very basic facts. First, men and women communicate differently – and that matters a lot when negotiating. Ask most women what they mean when they say “housework” and they will tell you dusting, vacuuming, washing walls/floors, disinfecting everything in sight and on and on. To many men, that word probably means “put a new roll of toilet paper on the holder.” You get the picture. Second, men and women define and approach tasks very differently. Consider this: a man and a woman are sitting in their recliners enjoying a show on television. Each decides that they are thirsty. The man will wait for a commercial, go to the refrigerator, get a drink and return to his chair. The woman will also head to the refrigerator for the same drink – but on the way she will look through the mail sitting on the table, grab the checkbook and pay the bill she found in the mail, gather newspapers on the kitchen chair and place them in the recycle bin, see the empty peanut butter jar on the counter and start a grocery list, open the refrigerator, see the week old

lettuce and clean out the crisper and eventually get a drink. Neither of these approaches to this simple task is wrong – just different. Being aware of these factors during any negotiation will assist greatly in understanding the other side – which is the starting point of all successful negotiation. The goal of any negotiation is to produce an agreement that is fair, meets needs, will last and does not hurt the relationship of those involved. Let’s take a closer look at these goals.

- The agreement arrived at must be fair. Each side must overcome their idea of fairness and compromise to arrive at what is mutually fair.
- The agreement must meet the needs of those involved. Notice that it is needs and not wants, desires, etc. This is important since one of the skills required is to know what you are negotiating for.
- The agreement you arrive at should be permanent. Arriving at a temporary fix only sets the stage for another negotiation.
- The negotiation should not hurt the underlying relationship. Whatever you seek in the negotiation is secondary to the relationship itself.

Let’s say you put in a request for vacation time at work. Your boss tells you that a co-worker requested the same time and suggests that you try to work it out with him. If your boss makes the decision you are assured of getting it because of your seniority – but is it worth the potential bad feelings between you and your co-worker? Maybe the answer is giving part of the time to your co-worker – this is fair to both of you, meets his needs as well as yours, permanently resolves the problem and you will both be getting along well after the vacations are a distant memory.

Successful negotiation requires four basic skills.

- **Be prepared.** This sounds so simple, yet so few do it. If you want a raise at work, explore what others are being paid in your field. Identify your value to your

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**Successful negotiation
requires four basic skills.**

- Be prepared.
- Focus on the concerns involved,
not just the positions.
- Listen.
- Identify what your
options are if the
other side says no.

Four Steps to Successful Negotiations

Continued from page 8

company and be prepared to present it. If you want to remodel your kitchen but your husband is not keen on the idea, get estimates for the job and determine how you will pay for it. Anticipate all possible questions and have answers ready. The other person will know that you have done your homework. It is common sense to be fully prepared by knowing your topic and having all your facts ready. But there is another part of being prepared and that is preparing yourself. How are you entering into the negotiation? Are you entering with dread or trepidation? If so, you may just want to get it over with and end up giving up too quickly. Do you want to win so badly that you don't care what happens to the underlying relationship? Are your goals clear? If you are not mentally prepared it is unlikely that you will have a successful experience.

This takes practice but pays huge dividends since it results in understanding.

- **Identify what your options are if the other side says no.** Consider the following: husband and wife decide to sell their home. They ask \$ 120,000. They list with a realtor, show it, have open houses but receive no offers at \$120,000. So they reduce the price once, twice even three times but still no offers. They simply cannot arrive at any agreement with any buyer. What should they do? Should they continue to drop the price? Should they stay in the home and remodel it? Should they buy another house and rent this one? The point here is not what decision they should make but rather the fact that a decision should have been made when they first decided to sell. They should have identified their options and decided on their course



- **Focus on the concerns involved, not just the positions.** Try to identify and understand the concerns of the other side. Consider this example: you ask for a raise and your boss says no. That is her position. You need to know why that is her position – in other words you need to identify her concerns. Is the company having financial difficulty? Is she not aware of the value you bring to the company? Asking questions will generate answers and identify concerns.
- **Listen.** When the other side is speaking, listen to what is being said rather than thinking about your response. Do not be afraid to ask for clarification if you do not understand something. Take a moment to digest what is being said before responding. Get comfortable with silence – it is perfectly acceptable to take time to think during any discussion. Every second does not have to be filled with dialogue. If you are truly listening when the other side is speaking you will need to take time to formulate your response.

of action before they began. Think about what decisions you will make before you even get involved in the negotiation.

Negotiation is a skill that can be learned with practice. Follow these simple rules and you will see satisfying, lasting results. 🐼

Jo A. Fabrizio, Esq. is an attorney in private practice in Binghamton, NY as well as the owner of Ladylaw Publications. She is a member of the Broome County Bar association and has served on the board of directors of several local not-for-profit organizations including Crime Victims Assistance and Broome County Mental Health. Currently, Fabrizio assists the Broome County Youth Courts as a trainer/mentor. Contact her at 607-771-1984 or jafabrizio@fabriziolaw.com. Parts of this article are reprinted with permission from the March/April 2006 issue of Southern Tier Woman Magazine, Unity Publishing, Vestal, NY.

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NIKE All Stars

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Feature: Optimize

How Goal Setting Becomes Goal Getting

by Amy Bath



Mindfulness in goal setting is so important because all we do in our lives has two formations. First, there is the one in our mind. We think, then imagine, then plan each and every action we take. We do not plan to do good things and then actually do bad things. What we plan is what we get. It is very important to keep this fact in mind.

Second, there are actions. These follow the formation in our mind. And the actions will only happen the way they happened in our mind. So, the more mindful and planful our mind formation is, the more on target our actions will be. You must know in your heart and mind what you wish to accomplish before you act.

According to Stephen Covey in *The Seven Habits of Highly Effective People*, it is important in goal setting to start with the end in mind. First decide what the final

product should look like. Where do you want to be in a year or two years? Write these goals down. Make sure you include goals for all aspects of your life, including career, family, friends, leisure, spirituality and community service. Then write down the reasons for each of these goals. Be very honest with yourself here. This can give you valuable information about yourself and these reasons will be your motivation to keep going during the difficult times. Some goals are very challenging to meet and will need very strong “rewards” to drive you toward them. And in the career area, hope that the word “love” appears as one of the reasons. Money alone will probably not keep you going without paying too high a price in another area. Remember that our true “calling” is where our greatest love meets the world’s greatest need.

IT IS IMPORTANT IN GOAL SETTING TO START WITH THE END IN MIND.

Take the goals from each area of your life and break them down into small steps. While the end goals can be somewhat global, these small steps need to be as behavioral as possible. For example, the goal is not just “I need to read more,” but the number of hours of reading to be accomplished and if possible the specific materials to be read.

Look at each of your goals and ask yourself if there is something that is uncomfortable or scary about pursuing the goal. This process will show you the roadblocks to your goals and will also open up those hidden goals that recognizing the roadblocks reveals. For example, if you wish to do public presentations, but you feel uncomfortable about your physical appearance, then this issue must be addressed. But it needs to be broken down into specifics. If the cause of the discomfort is irrational ideals or beliefs about “perfect” appearance, then seeking counseling may be the goal. If the cause is extra weight that you know is due to an unhealthy lifestyle, then diet and exercise may be the goal.

No goal takes place in a vacuum. Every time we say “yes” to something we say “no” to something else. Consider each of your steps from this perspective. Look at each step and ask yourself what you will have to say “no” to in order to accomplish the goal. Then ask yourself if you are willing to say “no” to these things or if saying “no” violates a goal from some other part of your life. For example, joining five networking groups may meet a marketing goal, but leaves no time for your children. This yes/no assessment process will help you to discover more of your values and can help you to achieve balance. It will also reveal your strengths and weaknesses and those things that you just don’t like to do. While successful people have been defined as those who are willing to do the things that others do not like to do, sometimes we can hire out some work or find other solutions to situations. But first, we must identify those situations and the yes/no method will do that.

The mention of balance brings us to the need to build in stopping points. Imagine what would happen to a machine that was operated constantly without maintenance or refueling. Of all the equipment we own, whether business or personal, our own self is the most valuable asset. In his book, *Stopping*, David Kundtz recommends regular pit stops, or what he calls Stillpoints, saying that we need to take about 10 stillpoints a day. Stillpoints are simply a couple of minutes to stop, practice deep diaphragmatic breathing, and use your mind for some pleasant relaxing exercise, such as prayer, imagery, or self-affirmations. Stopovers are longer versions of stillpoints. They involve a day or a weekend away from the pressure. Stopovers can be crucial, especially when setting goals and making the necessary changes and adjustments to meet these goals. The relaxation and the clearing of the mind can lead to important discoveries that help us to set goals and to meet goals. During a stopover,

ask yourself, “Where am I now, where am I going and where do I want to go?” Find out if you are on course with your goals. In the fast paced world, these questions are difficult to answer. Don’t wait until the “equipment” fails to take the necessary time for rest and relaxation. Research shows that workers who take two to three minutes out at the end of an hour are much more productive in the next hour. The more valuable and respected our downtime is, the more productive our up time is.

Balance also includes support systems. Goals are not usually accomplished alone. Most of us need support from people in our lives to move forward. Others can sometimes just listen with an empathic ear or they can give us valuable feedback and encouragement. We are also more likely to generate ideas and to keep commitments when surrounded with supportive people. Do not fail to involve yourself in your support system. Seeking help when necessary is the sign of a person committed to their goals. The accountability and the objective viewpoint a professional offers can be invaluable at goal-seeking times. While having high expectations for yourself can be good, demanding perfection or superhuman feats will be counterproductive. Be gentle and understanding when dealing with yourself. Persistence does pay off. Research shows that most successful resolutions were preceded by at least a couple of failures on the resolution.

After this process it will be possible to place your goals on a time line. What are the goals for each month, each week and each day? This will also reveal your strengths or weaknesses in organization and time management skills. Seek help in these areas if necessary. Do mini assessments on a regular basis. Ask yourself, “Did I meet my goals this week?” If not, ask yourself why.

Finally, let us look at the role that faith plays in achieving goals. If you do not believe in the possibility of the goal, then your first “mind” formation will be filled with doubts and problems. The action stage can only achieve what the first stage dictates. While I always discourage people from trying to control too much, I encourage them to take control of that which they can. Your own thoughts and images are under your control. Keep them positive and faithful. See yourself overcoming obstacles, reaching out for support, giving yourself to each of your missions, enjoying life and achieving your goals. And don’t say, “I’ll believe it when I see it.” The truth is you will only see it when you believe it! 🍀

Amy Bath is a consultant and owner of Business Prosperity Advisors, a company specializing in sales and marketing for small business owners. She helps business owners generate more clients, close more sales, and increase their overall revenue and profits quickly and inexpensively. She can be reached at amy @businessprosperityadvisors.com or 716-864-4475.

Chapter & Region News

Buffalo Niagara Chapter – Region 8

- submitted by Katharine Smith, BNC board member

The Buffalo Niagara Chapter will start its 2023/2024 business year with 39-year member **Joyce DeLong** serving as president. The other officers include President-Elect **Laurie Albertsson**, Secretary **Kathy Kondratuk**, Treasurer **Kim Suminski**, and Past President **Becky Brubaker**.

The chapter has made a commitment to give back to the Western New York community with its “Women Helping Women” program. BNC creates an annual coalition with an area non-profit and raises funds to help women and children in Western New York.

This year’s partner is the **Confident Girl Mentoring Program** which focuses on girls from marginalized communities. Geared for girls 7 to 19 years old, it offers a year-round combination of free afterschool, weekend, and summer programs in Western New York in partnership with more than 60 local organizations.



Founded in 2016 by **Tiffany Lewis** (pictured left), the Confident Girl Mentoring Program consists of 12-week sessions built around five principles: advocacy, guidance, proper role models, social/emotional learning and self-confidence. With more girls facing everything from sexual abuse to eating disorders to low self-esteem, Confident Girls is part of the National Alliance on Mental Illness of



Buffalo and Erie County and has its staff certified by the National Council of Mental Wellbeing to recognize early warning signs and steer girls to the proper services. The nonprofit is based in the George K. Arthur Community Center on Genesee Street in Buffalo.

According to the organization’s founder and the chair of the board of the Erie County Commission on the Status of Women, **Tiffany Lewis**, “Confident girls become confident women.”

Region 6

- submitted by Robin Allen, treasurer, Region 6



Pictured at the April 1st, in-person Region 6 meeting: **Kathy Capra**, Region secretary; **Robin Bridson**, NYS Women, Inc. president-elect; and **Kathy Haddad**, Tri-County Chapter member.

Susquehanna Chapter – Region 6

- submitted by Robin Allen, treasurer, Region 6



The new chapter officers for 2023/2024 are (left to right), VP **Diana Talcott**, President **Shelly Widrig**, and Secretary **Lauren Pringle**, and Treasurer **Lisa Weston Bialy** (not pictured).

Organize and Optimize

Continued from page 2

Neale Steiniger and Helen Rico seeks to clarify where we would like NYS Women, Inc. to be in five years and how we can optimize to move in that direction. They are open to hearing as many views as possible, so if you have ideas, use your voice for positive change and help to optimize our organization to be the best that it can be moving forward.

The next meeting will be held on Saturday, September 30th at 10:00 AM.

We are so much stronger and effective when everyone

contributes to the effort. It also lightens the load for each member. I encourage you to help organize and optimize personally and for the good of NYS Women, Inc. This is an exciting time to be a member! Don’t forget to mark your calendar for our Fall Board Meeting on October 14th – the trip will be amazing with the peak fall foliage and all the offerings in Saratoga Springs! 🇺🇸

Your president,
Janet Carey

NEW YORK STATE
women, INC.



Twenty-one Tips to Cultivate Clutter-Busting Habits

Continued from page 7

- things in the room are ones that belong there.
17. Never go up or down stairs empty-handed as long as there is something that should be taken up or down.
 18. Have company over once in a while so the house gets cleaned.
 19. Pay bills, fold laundry, sort through catalogues and magazines, and so forth during TV commercials or while visiting on the phone.
 20. When de-cluttering a room, start at the doorway and go right or left. Then if you're interrupted, you can see where you stopped.
 21. Don't de-clutter and clean the same day. You might keel over, poor thing.
- Just making one of these habits a regular part of your day will impact the amount of clutter in your life.

The late Rita Emmett was a nationally-known self help speaker and author of four best selling self help books, including The Procrastinator's Handbook and The Clutter-Busting Handbook. She passed away in 2019.

Sidebar: Organize and Optimize

For the next five workdays, I have an assignment for you. At the end of the day, I want you to make a list of all of the things that you didn't get done. That's right...did not get done.

Once that list is complete, take a few moments to reflect on it. What's on the list? Is your top priority of the day there – the one that you came to work ready to complete by end of day? Are there a number of "I should get to this pretty soon" or "one of these days I'll get to those" items? What's not getting done?

Take a look at those top priorities that are incomplete. Why is that happening? What is getting in your way? What's distracting you? Are there too many interruptions? Are you avoiding the task; if so why? Is it lack of clarity, lack of knowledge, or do you simply dislike the task? Are you procrastinating? Too many emails – or the need to constantly check those e-mails? Why are you focusing on lower priority items instead of your top priority? How often is your top priorities incomplete at the end of the day?

For all of the other unfinished tasks on your list, review them at the end of the five days. How many items were on the list for all of the five days? Or better yet, for those that were on the list for the five days, how many have you been trying to get done for even longer than that? They didn't get done, so what happened? Were there serious

repercussions or did the lack of completion go unnoticed?

Is the stress of always having these items hanging over you worth it? If the answer to that question is no, then it's time to practice the 80/20 principle. Eighty percent of your results

comes from twenty percent of your efforts. So, if you have ten items on your list, keep the top two and toss the rest. After all, they aren't getting done anyhow and as best I can tell, the world hasn't come to an

end! Let them go.

If, on the other hand, you say that the stress is worth it, I wish you the very best. I could cite the numerous studies on the effect of stress on health. However, you already know what the studies say, and you already know that you aren't the exception – yet you are willing to take the risk. We all have choices and choices

have consequences.

Reprint courtesy of Ann Michael Henry, Workplace Productivity Strategist and founder of MISE EN PLACE, a productivity consulting firm. She is an author, speaker, and coach who helps people create a work environment that actually allows them to work. She works virtually and in-person with individuals and groups to improve workplace productivity. A past keynote speaker for NYS Women, Inc., Ann is based in Victor, NY; her website is www.m-e-p.com.

Make a List!

by Ann Michael Henry





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Women of Rome
Mohawk Valley Chapter
St. Lawrence Chapter

Central Southern Tier

Susquehanna Chapter
Greater Binghamton Chapter
Walton Chapter
Tri-County Chapter

Finger Lakes

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the Finger Lakes
Steuben County Women
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