



Wilton Rotary Drummer



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Editor: Kathy Leeds

Guests

Cliff and Val Jewelson were introduced by Kevin Gilmartin – both are potential members. Rick Kellam was visiting from Florida. The Assistant Governor for our District, Jim Azurito was visiting, too.

Announcements

- Next Wednesday's Board meeting will be at Richard Kent's office, as usual.
- Frank met with Steve Pierce of Parks & Rec and Sandi from Bill Brennan's office and there is still no site for next year's Carnival when the widening of Route 7 will preclude our using the tennis courts area. The parking lot of Cider Mill and Middlebrook are being considered, though set up would need to happen after school dismisses. This is a serious problem for many, including the Lion's Club and Minks to Sinks and Town Hall is trying to cooperate.
- Steve O'Sullivan memorial – we will continue to research the cost of a bench for the Wilton Post Office.
- Dictionary project – we are in touch with the administration at Cider Mill and will arrange to give a dictionary with a Rotary label to every third grade student.
- Pat reported that we are moving ahead with the Senior Protection project – mailing will go out today to qualified seniors and the Wilton Fire Department will come to our meeting on the 3rd of November to discuss the distribution of safety items, so those who have signed up to help should definitely attend.
- We'll have a water table at the Halloween Hustle put on by the Wilton Chamber of Commerce on October 29th and will need to staff it, so a signup sheet will be distributed.
- November 10th is Veteran's Day lunch, so please invite a veteran to join us.
- Start thinking about where to have holiday party

Speaker

Jill McKeen, of Organize It (Ridgefield CT) was introduced by Frank and she introduced seven steps to productivity in the office:

- Set up smart systems to find what you want when you want it
- Eliminate time wasters for good

- Assign a place for everything
- Get control of both procrastination & urgency
- Prioritize your work according to making or saving money
- Streamline and coordinate your communications
- Maintain it!

We spend lots of time looking for things – paper, particularly. Most paper has an expiration date (when not needed anymore). File cabinets are often filled with things we don't use consult. Technology has speeded up our lives – everything seems urgent (but this is not so. She suggested using a vertical file box for an action file to house the things you need often.

She said that multitasking can be a good idea, but can distract, too, with disastrous results. Maintaining focus is very important on projects.

Jill ended by referring to the Covey Time Management Matrix to triage our tasks and briefly mentioned procrastination and how to avoid it:

Urgent & Important <ul style="list-style-type: none"> • Crises • Pressing problems • Deadline driven Projects, etc. 	Not Urgent & Important <ul style="list-style-type: none"> • Preparation • Planning • Relationship building
Urgent & Not Important <ul style="list-style-type: none"> • Interruptions, some phone calls • Some meetings • Many popular activities 	Not Urgent & Not Important <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone calls • Time wasters

See on October 20th at the Silvermine Kathy