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Burgess Blog...



... Happy New Year

Happy New Year

to all our Lennox LDO members! This time of year many of us set New Year's resolutions. We look forward to a new year and all that it may bring. It can be anything from weight loss goals to organizing your desk. With that in mind and to stick with our work/life balance theme for the 2009-10 year, the Programs and Professional Development committees have teamed up this month to help us focus on the clutter in our life. This month's program is titled "Transformational Decluttering". All areas of our life suffer from clutter. It could be your kitchen, your attitude, your body or even just your daily planner. There are areas in each of us that could use a little TLC. Professional Development is offering a work shop on the same topic that will allow us to take a deeper dive to help guide you through your decluttering efforts.

The New Year also brings us that much closer to our Annual Speech Contest. The Community Services committee has been busy preparing for this event. Information will be sent out to our local schools soon highlighting the details and hopefully sparking the interest of youth in our communities. If you know of any young adults in grades 9-12 who are interested in the possibility of cash prizes and a trip to Miami – please see Mike Bair or Teri Wilson for more details on the speech contest.

Another exciting upcoming event is the Annual Fundraiser. We are looking for suggestions from our members for a recipient of the fundraiser. We have a few ideas that have been sent our way, but would like to see if there are other organizations you feel need our support. We are also looking for an individual/s to chair the fundraising committee. It's a great opportunity to lead an event with such a positive impact on our community. The leader of this committee has the opportunity network within our organization, as well as the community. You can highlight skills or perfect other skills by partaking in this great opportunity. If you're interested in leading or being on the committee, please feel free to stop by and see me or any of the LLD Board members.



Vision Statement

NMA is the recognized worldwide partnership of people and businesses inspiring outstanding leadership, and cultivating highly productive workplaces.



Mission Statement

NMA creates leadership development products and opportunities that maximize the potential of our members, sponsoring organizations, and communities.

7 Steps For Making a New Year's Resolution and Keeping It

Submitted by Kim Barnes, Written by Annabel Candy and found on www.lifehack.org.

Are you keen to reinvent yourself in 2010? Or at least use the new year as a long overdue excuse to get rid of bad habits or pick up new ones? Yes, it's that time of year again. The time of year when we feel as if we have to turn over a new leaf. The time when we misguidedly imagine that the arrival of a new year will magically provide the catalyst, motivation and persistence we need to reinvent ourselves.

Traditionally, New Year's Day is styled as the ideal time to kick start a new phase in your life and the time when you must make your all important New Year's resolution. Unfortunately, the beginning of the year is also one of the worst times to make a major change in your habits because it's often a relatively stressful time, right in the middle of the party and vacation season.

Don't set yourself up for failure in 2010 by vowing to make huge changes that will be hard to keep. Instead follow these seven steps for successfully making a new year's resolution you can stick to for good.

1. Just pick one thing

If you want to change your life or your lifestyle don't try to change the whole thing at once. It won't work. Instead pick one area of your life to change to begin with. Make it something concrete so you know exactly what change you're planning to make. If you're successful with the first change you can go ahead and make another change after a month or so. By making small changes one after the other, you still have the chance to be a whole new you at the end of 2010 and it's a much more realistic way of doing it. Don't pick a New Year's resolution that's bound to fail either, like running a marathon if you're 40lbs overweight and get out of breath walking upstairs. If that's the case resolve to walk every day. When you've got that habit down pat you can graduate to running in short bursts, constant running by March or April and a marathon at the end of the year. What's the one habit you most want to change?

2. Plan ahead

To ensure success you need to research the change you're making and plan ahead so you have the resources available when you need them. Here are a few things you should do to prepare and get all the systems in place ready to make your change. Read up on it – Go to the library and get books on the subject. Whether it's quitting smoking, taking up running or yoga or becoming vegan there are books to help you prepare for it. Or use the Internet. If you do enough research you should even be looking forward to making the change. Plan for success – Get everything ready so things will run smoothly. If you're taking up running make sure you have the trainers, clothes, hat, glasses, ipod loaded with energetic sounds at the ready. Then there can be no excuses.

3. Anticipate problems

There will be problems so make a list of what they'll be. If you think about it, you'll be able to anticipate problems at certain times of the day, with specific people or in special situations. Once you've identified the times that will probably be hard work out ways to cope with them when they inevitably crop up.

4. Pick a start date

You don't have to make these changes on New Year's Day. That's the conventional wisdom, but if you truly want to make changes then pick a day when you know you'll be well-rested, enthusiastic and surrounded by positive people. I'll be waiting until my kids go back to school in February. Sometimes picking a date doesn't work. It's better to wait until your whole mind and body are fully ready to take on the challenge. You'll know when it is when the time comes.

(Continued on next page)

7 Steps For Making a New Year's Resolution and Keeping It (Continued)

5. Go for it

On the big day go for it 100%. Make a commitment and write it down on a card. You just need one short phrase you can carry in your wallet. Or keep it in your car, by your bed and on your bathroom mirror too for an extra dose of positive reinforcement. Your commitment card will say something like:

- I enjoy a clean, smoke-free life.
- I stay calm and in control even under times of stress.
- I'm committed to learning how to run my own business.
- I meditate daily.

6. Accept failure

If you do fail and sneak a cigarette, miss a walk or shout at the kids one morning don't hate yourself for it. Make a note of the triggers that caused this set back and vow to learn a lesson from them.

If you know that alcohol makes you crave cigarettes and oversleep the next day cut back on it. If you know the morning rush before school makes you shout then get up earlier or prepare things the night before to make it easier on you. Perseverance is the key to success. Try again, keep trying and you will succeed.

7. Plan rewards

Small rewards are great encouragement to keep you going during the hardest first days. After that you can probably reward yourself once a week with a magazine, a long-distance call to a supportive friend, a siesta, a trip to the movies or whatever makes you tick.

Later you can change the rewards to monthly and then at the end of the year you can pick an anniversary reward. Something that you'll look forward to. You deserve it and you'll have earned it.

Whatever your plans and goals are for 2010 I'd do wish you luck with them but remember, it's your life and you make your own luck.

Decide what you want to do in 2010, plan how to get it and go for it. I'll definitely be cheering you on!

January 2010 Lennox LDO Program

*Dr. Christine Hegstad will be speaking with us
about "Transformational Decluttering"*



- *January 21, 2010*
- *11:30 am – 1:00 pm*
- *Large Auditorium*
- *RSVP via e-mail to Member Relations*

Professional Development

Keep Your New Year's Resolution to *De-Clutter* Your Life!

Submitted by: Jillian Kern, Professional Development Chair

Following the Program Committee's January luncheon featuring Dr. Christine Hegstad on January 21, the Professional Development Committee will be sponsoring Dr. Hegstad's hands-on "De-Clutter" workshop from 1:00pm – 3:30pm.

Decluttering Specifics: The Challenge Areas.

Regardless of where you feel the most cluttered, you likely come across certain items that you just don't know how to handle. In this interactive small group session, you will gain specific strategies for those hard-to-handle clutter issues such as paperwork, sentimental items, gifts, and more. You will walk away from this session with the knowledge, resources, and confidence to declutter even the most challenging of spaces! Plus you will have a helpful workbook to guide you through all of your decluttering efforts.

By the end of this session, you will be able to:

- Identify the three action steps needed for every piece of paper encountered;
- Create systems to prevent future incoming paper from becoming clutter;
- Utilize recommended tools to maintain a clear and organized workspace;
- Determine what papers need to be saved and for how long;
- Make guilt-free decisions regarding sentimental clutter;
- Identify how your clutter can benefit others (local charity listing with specific needs);
- Decide to maintain a clutter-free lifestyle.
-



Seating has been limited to 10 participants.
Contact **Jillian Kern** to inquire about your seat today!

Resources ✓ 'em out!

The LLDO Calendar of Events can be accessed at:
[\\LMC\2009-2010 LLDO\Calendar of Events 2009-10.doc](#)



LLDO GOING GREEN FOR THE GOOD REMINDER



DON'T FORGET TO BRING IN YOUR SOUP LABELS, BOX TOPS FOR EDUCATION, CANS/BOTTLES FOR REDEMPTION & CAN POP TOPS AND PUT THEM IN THE BOXES IN THE 2ND FLOOR BREAK ROOM. Your contributions have made a difference in our Schools, the Ronald McDonald House & Animal Rescue League. Keep up the good work and THANK YOU!



Community Services



Thanks to generous Lennox employees, the Community Services Salvation Army Mitten Tree provided 34 pairs of gloves, 11 hats and 2 scarves to needy people in the Marshalltown area.

THANK YOU!

BINGO!

AT THE

Iowa Veterans Home

L.L.D.O. Community Services will once again host the

Annual Feb. Bingo Night

Tuesday evening, Feb. 23, 2010

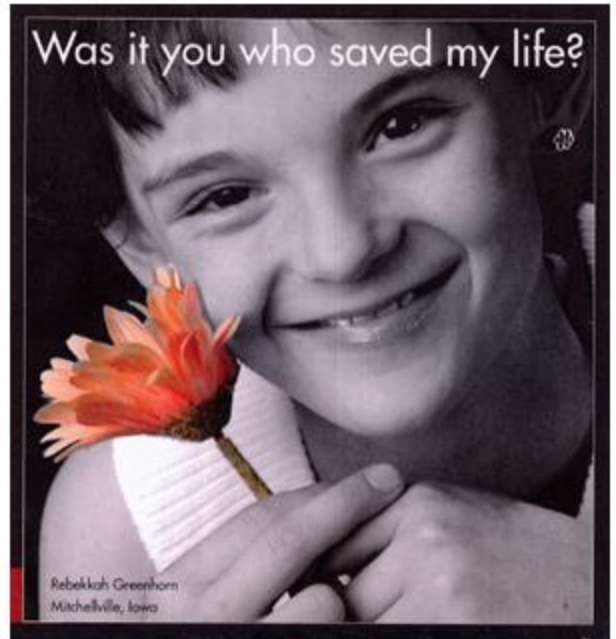
At 6:15 p.m. we'll bring the residents to the cafeteria area.
Bingo starts at 7:00 and ends at 8:00 p.m.

This event is open to ALL Lennox employees.
Bring the kids and make it a family night!

Quakerdale youth will participate with Lennox volunteers.

Sign-up in H.R or the 2nd floor break room
to be part of this fun evening.

Contact Toby Brimmer at: toby.brimmer@lennoxind.com with questions.



Blood Drive

Thursday, February 25, 2010

Signup sheets in HR or the Nurse's office

Contact Bob Oetker for details.

Lennox LDO Speech Contest is scheduled for
Monday, March 22, 2010.

Volunteers are needed for contestant escorts (4), a timer and a videographer.

Please contact Mike Bair at Ext #4472 if you'd like to volunteer.



SUCCESS STORIES!

Please share how NMA & LLDO has helped you with your career goals. Email your story to Sandra Holubar.

“Snowflakes are one of nature's most fragile things, but just look what they do when they stick together.”Verna M. Kelly

The February 18 Meeting will feature



NMA... THE Leadership Development Organization



Statement of Principles

NMA is dedicated to managerial excellence, personal and professional growth, and leadership development. The following principles identify NMA's core beliefs and provide the basis for the Association's Mission Statement.

- We believe in the highest standards of personal and organizational integrity and respect for the individual.
- We believe in lifelong learning, continuous improvement, and the development of a workforce capable of sustaining a competitive posture in the global economy.
- We believe management is a creative, dynamic, and essential process enabling people to achieve personal and organizational objectives.
- We believe that managerial responsibility is shared among all individuals at all levels of the organization and that leadership is critical to management success.
- We believe that individuals and organizations have a community and civic responsibility.

Code of Ethics

- I will recognize that all individuals inherently desire to practice their occupations to the best of their ability.
- I will assume that all individuals want to do their best.
- I will maintain a broad and balanced outlook and will recognize value in the ideas and opinions of others.
- I will be guided in all my activities by truth, accuracy, fair dealing and good taste.
- I will keep informed on the latest developments in techniques, equipment, and processes. I will recommend or initiate methods to increase productivity and efficiency.
- I will support efforts to strengthen the management profession through training and education.
- I will help my associates reach personal and professional fulfillment.
- I will earn and carefully guard my reputation for good moral character and good citizenship.
- I will promote the principles of our Free Enterprise System to others, by highlighting its accomplishments and displaying confidence in its future.
- I will recognize that leadership is a call to service.

“If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome.”Anne Bradstreet