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# DUBUQUE

# wln

DESIGNED TO PROMOTE AND SUPPORT WOMEN IN BUSINESS AND THEIR PROFESSIONAL PRACTICES.

A LETTER FROM THE WLN PRESIDENT

## Managing Yourself First

I'm often asked the question, "What do you think it takes to be a great manager?" I could go on and on with critical characteristics of a great manager. But, when I really sit back and reflect on what it takes to be a best in class manager, there are some must-have precursors to managing others that I think a highly effective person should possess. Without the ability to effectively managing yourself, you are undoubtedly going to struggle in managing others.

Many of you know that I am big Covey fan. Even though The Seven Habits of Highly Effective People was first published in 1989, the book continues to be one of the best selling nonfiction business books of all time. Covey's approach provides us timeless principles to use in effectively making personal change in our lives. The first three habits within the book, teach us lessons of self-mastery. Without this foundation, it is difficult to move on to higher levels of effectively working with others.

So, let's chat about these first three habits:

Habit 1: Be Proactive. Do you believe that your life just happens or are you in control of your life? Those that tend to be most successful are those that accept that their lives are designed by the choices they make. You have the responsibility to proactively take charge of your life. Don't blame others. You make your situations happen and you choose your response to situations. Don't worry or fret over conditions you have no control over. Focus your time and energy on things you can control.

Habit 2: Begin with the End in Mind. This habit is about having a vision, a direction, a goal. What do you want out of life? Visualize it. Write it down. Then, focus your energy going after it. This can be as simple as charting out your daily plan or as deep as developing a Personal Mission Statement. This is the fundamental principal of goal setting. When we don't really develop our goals, we mindlessly just go through the motions. Instead, take ownership for your life where you are the leader creating your own destiny.

Habit 3: Put First Things First. You'll use your proactivity skills from Habit 1 and visioning skills from Habit 2 to put Habit 3 into play. In this Habit, you are time managing the important things in your life. Covey teaches us to divide our activities into a 4x4 matrix where urgent and important are measured. Too often we focus on the urgent, but not important – this is where non-value added work is completed. Instead, try to be more strategic by spending your time in the important, but not urgent category. When you are putting first things first, you are organizing and managing time and events according to your most important personal and professional objectives.

The best managers that I have encountered have mastered these principles of managing themselves exceptionally well. It's this foundation that allows great managers to then build additional skills in working interdependently with others. If you are managing others today, it might be a good time to reflect internally. Take time to access whether you've got your own house in order before you give advice to others.

We are going to take our Managing Yourself theme into our monthly lunch specifically focusing on our personal financial health. Join us on Tuesday, March 25 at the Grand River Center for a presentation by Marsha Abbott of Edward Jones to discuss, "Five Money Questions for Women". This seems to be one area of our lives where we need continual reinforcement and guidance in managing ourselves well.

Best,

*- Nicole*

President  
Dubuque Women's Leadership Network



## Welcome New Members

Katherine Rhomberg – Cottingham & Butler  
Jennifer Wolf – Cottingham & Butler  
Sarah Kelchen – Cottingham & Butler  
Lara LeGrand – Hotel Julien Dubuque  
Sonja Harris – Hotel Julien Dubuque  
Emily Cory – Lamar  
Emily McCready – Selser Schaefer Architects

# Save the Date

Thursday, April 17, 2014  
Grand River Center



WOMEN'S LEADERSHIP NETWORK

## Women of Achievement Awards

## MEET A MEMBER: Emily Graves



### 1. Tell us about your family and social life.

I have a great family – we're all so different and weird but it just works. My husband and I don't have kids yet but we love spoiling our niece and nephews. Moving away from them last year was hard but I couldn't have asked for a warmer welcome from a community. I've enjoyed meeting so many wonderful people and learning about what Dubuque has to offer.

### 2. Where do you work and what do you do there?

I'm the Marketing Coordinator for the National Mississippi River Museum & Aquarium. I create marketing materials for print and digital media, enhance marketing through photography and illustration, maintain our social media presence, and plan and promote Museum & Aquarium events.

### 3. How is being a WLN member valuable to you?

It's so encouraging and challenging to meet so many successful women. And not only are they successful, they're supportive of each other.

### 4. What are you most looking forward to with Spring right around the corner?

Oh, Spring! I'm looking forward to being outside. I grew up a farm kid, the one that wouldn't come inside until mom yelled for me (several times). I want to get out in the garden, go camping, get out on my bike, anything that means fresh air. And I hear Dubuque has some pretty incredible patios I'm excited to sit on.

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## MARCH LUNCHEON Five Money Questions For Women



Women face unique financial circumstances. A strong financial strategy is vital. Ensure your financial strategy fits your lifestyle and needs. Join us and learn more as we explore five critical money questions for women.

### About the Speaker:

Marsha Abbott is an Edward Jones financial advisor, and began her career in 2004 as a financial advisor in Dubuque, IA. Her office is currently located in the Fountain Park Plaza where she continues to serve individual investors today.

Marsha earned a finance and real estate double major degree from the University of Northern Iowa in Cedar Falls, IA. In addition, she received the AAMS and CFP professional designations.

She is an active member of the community, serving on the Finance Committee for the Opening Doors Foundation.

## REGISTER NOW MARCH LUNCHEON

### MEETING INFORMATION

Date: Tuesday, March 25, 2014

Time: 11:30 (Registration, Networking & Lunch)  
12:00 – 1:00 (Presentation)

Where: Grand River Center

Speaker: Marsha Abbott - Five Money Questions For Women

Menu: Half chicken salad croissant & salad, cookies for dessert  
Cost: \$12 for members, \$15 for non-members/guests

RSVP: Noon, Friday, March 21 (There is a \$3 additional fee for registering after this time so be sure to register early!) Use the online registration form at [www.dubuquewln.org](http://www.dubuquewln.org)

## NEW OPPORTUNITIES WLN Connection

What is it: Mentorship program that awards the opportunity for professional women to connect for professional and personal development and networking.

### Benefits:

- Build a solid relationship with professional women to discuss leadership, experiences, as well as best practices in leadership.
- Develop connecting and communicating skills by learning more about each other, value systems, and professional knowledge.
- Grow from each other's experiences.
- Direct professional support system to help women in leadership stay empowered.
- Opportunities for brainstorming and discussing ways for continuous improvement both professionally and personally

Time Commitment: 1 hour per month for a minimum of 6 months. You and your mentor/mentee set the time to meet that works for you.

If interested in being a part of this new endeavor as a Mentor or Mentee please contact Justine Bemis ([jbemis@americantrust.com](mailto:jbemis@americantrust.com)) or Lisa Schaefer ([schaeferl@nicc.edu](mailto:schaeferl@nicc.edu)).

## SAVE THE DATE APRIL NETWORKING EVENT

### MEETING INFORMATION

Date: Tuesday, April 29, 2014

Time: 4 p.m. - 5:30 p.m.

Topic Title: Speed Networking

Location: Holiday Inn Dubuque

Menu: Wine and hors d'oeuvres

Cost: \$10 for members and non-members/guests.

RSVP: Noon, Friday, April 18 (There is a \$3 additional fee for registering after this time so be sure to register early!) Use the online registration form at [www.dubuquewln.org](http://www.dubuquewln.org)



WOMEN'S LEADERSHIP NETWORK



W O M E N ' S   L E A D E R S H I P   N E T W O R K

# Women of Achievement Awards

The Women's Leadership Network invites you to nominate women in your organization, church, family and community who you feel deserve recognition for their tremendous impact and outstanding achievements.

Your nomination guarantees recognition of your nominee at the event. In addition, the Recognition Committee will select one or more outstanding honorees in each of the six nomination categories. *The nominee does not need to be a member of the Women's Leadership Network.*

NOMINATION FORMS ARE AVAILABLE AT:

[www.dubuquewln.org](http://www.dubuquewln.org)

Awards ceremony will be held:

**Thursday, April 17, 2014**

**AT THE GRAND RIVER CENTER**

Contact Chelsea Ellingson at 563.589.2322,  
or email [cellingson@marchofdimes.com](mailto:cellingson@marchofdimes.com) with any questions.

DO YOU KNOW A WOMAN WHO DESERVES RECOGNITION?

**NOMINATE HER TODAY!**

**NOMINATIONS ARE DUE BY MARCH 20, 2014**

# DUBUQUE

## wln

## LUNCHEON RECAP February

February brought us two speakers, Kristin Woodward from Two by Two and Kelly Scheisl from DB&T. These ladies joined together to talk about morale in the work place and how that can effect productivity. Here are a few take-aways from the luncheon.

First things, first you need to make sure your employees have a strong character base in order to have great morale.

These consist of the following:

1. Kindness - Manners, Caring, Sympathetic
2. Respect - Fair, Honest
3. Responsibility - Trustworthy, Reliable
4. Empathy - Compassion, Thankfulness, Generosity
5. Cooperation - Teamwork, Collaboration
6. Pervserance - Patience, Confidence, Determination
7. Citizenship - Self-Control, Tolerance

Once you've established these character traits, then take advantage of honoring those that use them well at work.

1. Do an employee incentive: give-away a prefered parking spot each month to an employee.
2. Have Fun: Make sure employees get to enjoy their work. Also, encourage employees to get involved in community events that allow them to help others while still having a good time.

Let's keep the discussion going on LinkedIn on ways your company uses tools to increase morale. Remember a happy employee is a productive employee.

## LUNCHEON BOOTH SPOTLIGHTS



Sign-ups for Organizational Spotlight Booths at monthly luncheons are open.

There will be a max of 2 booths per luncheon and are on a first call first served basis.



Please send your booth request to Katie Kenne at: [kkenne@DubuqueFightingSaints.com](mailto:kkenne@DubuqueFightingSaints.com)

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WOMEN'S LEADERSHIP NETWORK

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