



# EmpowerChangeNow Newsletter

Life Transformations, LLC. – *empowering change*

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**Life Transformations** was founded in 2003 by Joanne Aaronson. Joanne's mission is to foster empowerment in the individual to achieve his/her ideal life including relationships, career, and financial situation. Or for the executive, to achieve Enlightened Leadership to empower their best organization possible. The [\*Empower Change Now Newsletter\*](#) was started in 2007 to support this mission by sharing information about the underlying paradigm shift necessary to empower change in the individual for unlimited possibilities.



**Dear Readers,**

**This month I go back to some basics regarding corporate etiquette. Manners are important for success whether at work or at home!**

**As usual, I welcome your comments or experiences with this material.**

**Always in light, Joanne**

## Vendors are People Too!

We all interact with contractors or vendors from time to time. At work, we may need to buy things for the office or procure large items for projects. It's typical to request several of these suppliers to provide information and costing in order to determine if what they have to offer fits what you want whether for personal or professional reasons. Let's also remember that during these interactions, it's really people with whom we are dealing. In the end, we are buying or not buying from an individual with emotions, desires, and most assuredly finances of their own under consideration. Granted, there are sales people who repeatedly contact us when we are not interested in their product and cause great consternation. It's important to segregate out the bothersome individuals from those that have honestly put time in to help us.

Why am I bringing this up? I'm seeing way too many situations where the buyer is not being considerate of the seller. What are some of the possible reasons?

- ◆ Although you've asked the vendor to check back, you decide the emails are annoying and so you just ignore them. A more polite situation would be to provide an email to those under consideration to know your situation such as "we've decided to delay consideration for the time being", or, "we will get back to you when we have more information", or "please check back with me in six months" or even "circumstances beyond my control prevent me from continuing this procurement at this time, but thanks for your consideration." Providing some realistic feedback in a genuinely caring manner will enable you to maintain a proper relationship with this vendor should you ever need them in the future. Burning bridges is not a good idea.

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# Networking 101

There are lots of articles and classes on how to network. I should call this article *How Not to Network 101*. If you're in business development, networking—or building relationships—is a key component of searching for new prospects. For the rest of us, building relationships through networking is a crucial part of corporate activities.

Here are some of the most important reasons for networking:

- ◆ Establishing a social framework—meeting and interacting with people in the same or related fields. It's important not to become isolated. Keeping one's head down and always working can leave you behind the eight ball in the long run. Networking with peers keeps you abreast of industry trends as well as internal happenings. And, you may make a friend in the process. Be open to what happens. You never know where it will lead.
- ◆ Technical support— it's easier to keep up with technology attending industry presentations such as those offered at monthly professional group meetings. The Project Management Institute (PMI) is an example of one such group. There are new local chapters offering both lunch and evening programs worthy of attending for IT/telecom types in project management and related fields. These are great learning as well as networking opportunities. Often members are willing to collaborate when you need help solving a problem. If you ever think you will need support, be willing to give first so that you can receive in the future. Saying "no" is the fastest way to get your request rejected later. Don't leave people hanging. Be polite and get back to them promptly.
- ◆ Help with special projects—networking often provides pools of knowledgeable resources for your pet project or to find vendors to solve problems. Again, helping others sets the stage for you to be helped some day. If you ask for help for your project, be sincere and follow up. I bought into a woman that asked me to do a presentation for a conference, then she never called me back!
- ◆ Career opportunities—your network is the first place to look for a new career opportunity. These folks have interacted with you, perhaps provided key information to solve problems for others, and may even be more intimately aware of your skills. Look to this group first for possible career change opportunities. Ask for referrals and see where it leads. If you're not willing to do the same, forget getting help.
- ◆ Go out of your way to help others, then stand back to see what comes back to you! Whatever you do, be grateful and appreciative when others help and support you! Hopefully, you'll reap the benefits of building and refining your network.



## Remember:

- ◆ **Establish your network**
- ◆ **Help others**
- ◆ **Be sincere**
- ◆ **Follow up**



## *Events and Happenings*

***My clients are overcoming their negative patterns, creating a vision for their ideal careers and finding the jobs of their dreams. Is it your turn? Call Joanne at 703-624-0130 for your complementary intro session.***

## Balance Your Life Corner



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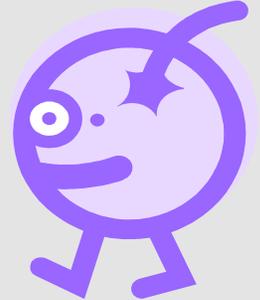
**We're on the web:**

**[www.empowerchangenow.com](http://www.empowerchangenow.com)**

### Exercise For a Longer Life

A study conducted at McMaster University in Hamilton, Ontario and published in the *National Academy of Sciences* found a link between exercise and longevity. Researchers used mice with a genetic defect that would normally lead to an early death. The control group lived a normal "lab life" while the other was given an exercise wheel for activity. The active group ran the wheel three times a week for 45 min. at a pace of about 6 miles/hour. Within 3 months, the control group showed signs of aging and were dead within one year. Yet, during the same period, the active group were still alive.

(Source: Edgar Cayce.Org Venture Inward Magazine)



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- ◆ Delete their message without reading so that the vendor gets a "deleted without being read" notice. This is incredibly rude behavior after someone has given you their time and consideration in trying to help you solve a personal/professional problem. Behaving in this manner only serves to bring negative energy to you. It is horrifying for the receiving person and does ensure this person will not wish to work with you in the future. Why treat another person this way?
- ◆ You may feel that you're under pressure to just get the purchase made. After all, "they get paid to do their job, don't they?" Well, yes, they do, but when you're not polite to them, it still stings.
- ◆ You selected another vendor and don't want what this person/company has to offer. Ok, a simple, "thanks, but no thanks" will do. Even a form email sent to each company (take care that all cannot see the other's emails for privacy sake) shows professionalism.

Try walking a mile in the other's moccasins as the old Indian proverb goes. How would you feel if the tables were turned? Certainly, you don't want people behaving in a mean manner to you, so why do it to someone else?

