10 THINGS SUCCESSFUL WOMEN DO DIFFERENTLY
by YEC March 4, 2020

1. They turn being underestimated into a strength. You have to be confident in your abilities. You are there to get the job done.
   Lisa Song Sutton

2. They choose progress over perfection. Perfectionism can stall progress and movement. Try something new and see how it goes.
   Rachel Beider

3. They ask to be recognized for their accomplishments. Successful women find ways to make their accomplishments known.
   Lisa Curtis

4. They take action even when outcomes are unknown. It’s only by trying that they are able to learn what works.
   Nathalie Lussier

5. They motivate each other. Successful women encourage each other to be their best.
   Stephanie Wells

6. They mentor other women. Mentoring keeps you closer to the ground and reality.
   Shilpi Sharma

7. They master the art of reading body language. These superpowers have helped many reach great heights by better understanding.
   Kelly Richardson

8. They share ideas freely. They are not afraid to share success so they can build each other up and learn from each other.
   Kerry Guard

9. They host leadership gatherings. They share personal stories and business insights. The purpose is to spend quality time with other successful people.
   Nanxi Liu

10. They get out of the norm. They are fearless and set themselves apart from others, even if it means being the only woman in a room full of men.
    Daisy Jing

Easy Organizing Ideas—Secrets of the Organized

Have you ever wondered why organizing seems so easy for some people, but not for others? Try these easy organizing ideas and learn that the secrets of the organized are easier than you thought!

Never stop picking up
Have the entire family spend 5 minutes picking up their stuff before going to bed. Use a timer.

Stop making messes
As you are undressing, don’t throw dirty clothes on the floor or on furniture. Put them in the clothes hamper, or if clean, hang them up.

Think ahead and organize for the future
What clothes are you wearing tomorrow? What are you making for dinner? Are the kids ready for school?

Never, never procrastinate
Stop thinking about it and just do it now.

Don’t give up; practice makes perfect
Train family members to clean up after themselves. Instead of leaving dirty dishes in the sink, have them wash them or put them in the dishwasher.

Attitude, attitude, attitude
Start taking pride and pleasure in taking care of your family and home. Think of an organized home as a special gift of peace and pleasure that you are giving your family.

Use rooms for their intended purposes
Have kids dress and undress in their bedroom. Eat food at the kitchen table.

Be a wise steward of your time
If something needs to be cleaned, clean it as soon as possible. Don’t spend too much time on the phone, watching TV or on the computer.

Keep on top of things
Don’t let laundry, dishes, or paperwork get out of control.
Common Mistakes of First-Time Job Hunters

Don’t do the following during your job search:

- Don’t forget to create a professional voicemail message. Replace your casual or humorous voicemail message with one that suggests that you are a serious person who deserves to be considered for an important position.
- Don’t make a Facebook faux pas. Everything you post on the Web can be accessed by a recruiter. It’s a good idea to Google yourself to see what the recruiters will see when they do the same.
- Don’t overlook your vast network of friends, family members, former teachers, etc. who may be able to help you land a job.
- Don’t forget to say thank you. Always say thank you in a letter or email to anyone who has helped you during your job search, and especially to those with whom you interviewed.

Time Management Tips

- Use a calendar
- Don’t over-schedule
- Make a plan
- Have a back-up plan
- Organize
- Do hardest thing first
- Divide big jobs into smaller tasks
- Avoid interruptions
- Learn to say no
- Delegate
- Combine trips
- Establish routines
- Check the weather report

Success is living up to your potential, that’s all!

Have you heard?
www.masshire-capeandislands.com
372 North Street, Hyannis, MA

This is the place for Job Search, Training and Career Guidance

Request an in-person appointment by completing the online form.

Register for online workshops on the event calendar.

Call 508-771-JOBS to talk to a Career Consultant.

Welcome to the newest members of the Family Self Sufficiency program!

Nicole Hilton
Jax DeBarros
Laura Hart
Ashley Birch

It’s coming! HAC’s FSS Homeownership Track

This exciting new FSS program will help you build a path to homeownership. It may be hard to think about homeownership dreams right now, but we believe that by starting now and working together, homeownership doors will open.

We want to make your homeownership dreams come true. Take the first step.
Contact Jan Nelson
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