

## ALL SAVVY NOW

### August event a great success

**Tuesday 26 August saw another gathering of the members of Connect Networking, this time at Jackson's & Co.**

Owner of the venue, Brian Taylor, welcomed everyone and gave a brief history of the building. While twelve months of research uncovered a wealth of information about the history of the building, the refurbishment works themselves revealed some gems including the cathedral ceiling we'd all been admiring in the function room and long lost letters and photos harking back to the hotel's earlier times.

*Brian's passion for the place reminded us that it's really good for you to do what you love.*

Alana Cornwell provided members with a rundown of the Leadership Ballarat &

Western Region Leaders Forum program which focuses on developing community leadership capability.

After a light lunch, members were guided through just a few of the myriad of apps/programs that, when applied well, can add to our business savvy.

Following our brief online survey to discover members' interests, IT Systems Administrator from Harwood Andrews law firm, Dana Lunn, gave a presentation focused on communication tools and file storage – some things we use daily and think we know, but actually don't fully utilise, and others that were new.

The potential of various apps

was immediately apparent to participants and everyone went back to their offices with a similar thought "I'll give that a go - I think it will help me to ..."

Dana's enthusiasm for her topic, and the knowledge gained by all participants, made for another great Connect Networking event.

Details of the items covered in Dana's presentation are available - go to <http://goo.gl/twg1HO> if you want to B savvy!

### FIRST ISSUE OF NEWSLETTER

To keep its members up to date, Connect Networking will produce a quarterly newsletter.

This is the first edition.

The newsletter will include details of events, some tips and tricks to make life easier in the office, an occasional member profile and general items of interest.

Your suggestions and contributions to future editions would be very welcome.



Tracey Rayner (Nicholson Construction) and Shelley Best (Harwood Andrews) pictured at the B Savvy event

## In Brief

### New Branding

Committee for Ballarat launched its new branding at the Deluxe Spiegeltent on Tuesday, 7 October.



The new branding encapsulates Committee for Ballarat's regional focus and role.

The Spiegeltent was in Ballarat as part of the Cabaret Festival in October.

### Third Birthday

Connect Networking will celebrate its third year in October 2014.

Launched in October 2011, Connect has developed into a strong networking group that provides professional and personal development opportunities for its members.

### Save the Date!

Connect Networking's next event will be held on Tuesday, 25 November from 12 noon to 2.00 pm.

See page 2 of the newsletter for further details

# GREAT TIPS

## Not enough time in your day?

Do you ever arrive at work and feel overwhelmed by the number of tasks you need to do?

### **Do the Worst First**

Write up a "To-Do" list of all your tasks for the day. Then, go back over them and prioritise them. **Work on the most important priority task FIRST.**

THINGS TO DO TODAY	
Date _____	COMPLETED
1) _____	<input type="checkbox"/>
2) _____	<input type="checkbox"/>
3) _____	<input type="checkbox"/>
4) _____	<input type="checkbox"/>
5) _____	<input type="checkbox"/>
6) _____	<input type="checkbox"/>
7) _____	<input type="checkbox"/>
8) _____	<input type="checkbox"/>
9) _____	<input type="checkbox"/>
10) _____	<input type="checkbox"/>

Now you can plan out your day and start working on those tasks. **And don't forget to cross out the completed ones – it will give you a great sense of satisfaction!**

## Keyboard Shortcut Time Savers

Try these keyboard shortcuts in Microsoft Outlook. After a bit of practice, they will save you heaps of time.

TO DO THIS	PRESS
Check names.	CTRL+K
Forward a message.	CTRL+F
Reply to a message.	CTRL+R
Reply with meeting request.	CTRL+ALT+R
Forward a message.	CTRL+F
Forward as attachment.	CTRL+ALT+F
Switch to Inbox.	CTRL+SHIFT+I
Create a message (when in Mail).	CTRL+N
Mark as read.	CTRL+Q
Mark as unread.	CTRL+U
Send.	CTRL+ENTER
Print.	CTRL+P

## Connecting Up: A Member Profile

So that we get to know Connect members and understand the diverse skills and experience they bring to their roles, we will profile a Connect Networking Member in each issue of the Newsletter.

Anne McConnell, a member of Connect's Planning Committee since its inception, volunteered to be the first to put her *toes into the water* – thanks Anne!

**Name:** ANNE McCONNELL  
**Job role:** Executive Assistant to CEO  
St John of God, Ballarat



### Experience:

- Commenced with St John of God Ballarat Hospital in July 2001.
- Executive Assistant to CEO since April 2007 and previous EA roles to the Director of Nursing, Clinical Risk and Quality Manager.
- Previously worked at National Australia Bank for 18 years in secretarial support roles to State and National Managers.

### Career Highlights:

- Contributing to the social outreach program by involvement in the St John of God Health Care Mission Mentoring
- Being involved in a project which coordinated the assembly of 900 birthing kits for women in third world countries.
- Being involved in the arrangements for the official opening of the new St John of God Hospital redevelopment in 2009.
- Meeting Ita Buttrose at a Committee for Ballarat Round Table Dinner.
- Completing Stephen Covey's *Seven Habits of Highly Effective People* program.



## Need some tips to help you survive the Christmas season?

Join us for the November Connect Networking function at the Comfort Inn, Sovereign Hill on 25 November from 12.00 to 2.00 pm.

With a focus on health and well-being, this event will provide you with some useful tools and strategies to help you manage the busy festive season that is ahead. Damien Adler, Director, Mind Life Clinic, will be our guest presenter.

**Door prizes/hampers to be won! Put the date in your diary. Your invitation will arrive soon.**