

# Membership is a Balancing Act

## **Taking ownership**

Each member needs to take ownership of her share of the club program.

## **Taking over**

Each member needs to be aware of stepping over the line - respecting ideas and suggestions that differ from her own or “the way we’ve always done it”.

## **Taking a minute**

Each member needs to take a minute to refocus when frustrated - being conscious of each others feelings; always finding a constructive approach to address a concern.

## **TAKING OWNERSHIP**

### **Instructions:**

*Balloons: Have one for each person; divide the 4 colors equally among members. Ask members to blown up and tie balloons, and to remember the color of the balloon given to them. Gather in open space. On count of three have all the balloons air born, with instructions to not let any touch the floor. One by one, call out balloon colors and have those members sit, leaving their balloons for someone else to keep from touching the floor. Proceed until it is obvious that the remaining members are unable to juggle all of the balloons by themselves. Leave RED unit last.*

### **Script:**

Think of the balloons as our great ideas for service, fundraising, membership, fellowship. They are the work load that we are responsible for accomplishing during the Zonta year. They are the projects YOU voted to undertake.

It takes the commitment of each individual of each committee to accomplish the goals of that committee and of the club.

There is a reason I left the RED’s for last; because we are now in

“burn out” status

20% of our members doing 100% of our work

The four colors represent the 4 reasons most frequently used for not carrying our portion of the work load:

1. I've done my share
2. My husband will kill me if I attend one more Zonta event
3. Not qualified to take that position
4. Too busy at work

**Let's deal with these reasons one by one.**

These are all REAL reasons. They exist in all Zonta clubs.

**I've done my share**

If you truly believe this, and don't plan to contribute, you need to rethink your commitment to Zonta. When you are a member of any organization, you are being counted on to help keep your balloon in the air. If you don't, you could be the cause of someone else burning out; someone will have to pick up your share! Find a niche; keep your balloon afloat.

**My husband will kill me if I attend another Zonta event.**

We are all members of different teams. Our family is our most important TEAM. Zonta should never take priority over our obligations on that team. We need to figure out how to be effective on both teams. When you set a goal for yourself that is going to take a significant amount of your time and energy, you need to have the buy-in of your spouse, your family. Does your husband know what Zonta is really all about? Does he have an Elevator speech for when he tells his buddies that his wife is away at an Area Meeting with her Zonta friends, and they say WHO? What?

Example (*use a personal example here*)

Think about reversing the roles. If Jerry told me that he **had** to go to Puerto Rico for a few days with the guys, I had better understand, and believe, the significance of the work being done...or I'd probably "KILL" him!

Let your husband (family) know why you've joined Zonta, or why you are participating in a particular project that demands your time and effort. Give him a realistic idea of the time commitment involved – from the beginning. I have seen many "stressed" women trying to be active members in their clubs, while all the time worrying about getting home to husband and children.

The bottom line is that your family should support your commitment to Zonta to the extent that it will not be at their expense. Time spent in quilt, no matter how worthy the cause, is usually not productive, and is certainly not healthy!

**Not qualified to take that position**

How many of your club members are "new" members (under five years)?

How many of your club members have served on the board? This is what helps to train and qualify members for leadership roles.

How many of your members have served as committee chairman without any training?

In your strategic plan you need to put in writing the steps your club is going to take to assure that you are preparing your "new" and/or inexperienced members for leadership roles.

Example: co- or vice chair positions; board members training, etc.

**THIS IS HOW YOU ARE GOING TO PREPARE FOR THE FUTURE  
OF THE ZONTA CLUB \_\_\_\_\_.**

In addition, each **member** needs to find her niche in Zonta, then take the responsibility of preparing herself to qualify for leadership in that area.

Remember what you pledged when you were inducted: **If called upon for leadership responsibilities, you are expected to serve enthusiastically!**

### **Too busy at work**

**Everyone in this room is too busy. Everyone in Zontian is too busy. We are here because we are executives and professionals in decision making positions; of course we're busy!**

What if I told you how to gain an extra two hours during the day? Will you promise to give Zonta half, or even a quarter of that "additional time?"

## **Time Management**

**Time Saving Tips (choose a few tips to share from ideas below)**

### **Planning**

Plan everything in advance – it is estimated that **each minute** spent planning saves **ten minutes** in execution-that's **1000% return** on your investment.

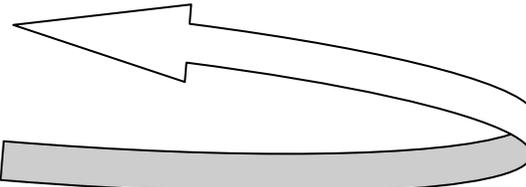
### **Paperwork**

Handle each piece of paper only once. Make a decision to do something with it when you pick it up.

There are four things you can do with it:

1. Throw it away
2. Delegate it to someone else
3. Take personal action
4. File it for future reference

**Use caution:** don't file if you are eventually going to...



### **Set priorities**

Think about the most important thing that you could be doing at the moment to achieve your most important goal.

The worst waste of time is doing something well that need not be done at all!

### **Focus/Concentrate**

Stay on task until it is 100 percent complete. Every time you go away from a task, you waste time getting back to where you left off.

## **7 major time wasters**

### **Telephone interruptions**

- Screen
- Hold
- Set callback times
- Batch

### **Unexpected visitors**

- Create a “quiet time”
- Stand up quickly
- Learn to close

### **Meetings**

Each meeting costs the hourly rate of the people attending multiplied by the number of hours spent in the meetings. Therefore the actual \$\$ expenditure should = the expected value of return.

10 employees @\$20./hr=\$200 2hrs=\$400

#### **Make the meeting efficient by:**

Determining whether it is necessary – is there another way to achieve the same goal?

- Write an agenda
- Start and stop on time
- Cover important items first
- Assign specific responsibilities with deadlines so that the item doesn't have to be “readdressed” at the next meeting.

### **Fire fighting and emergencies**

- Crisis anticipation
- Get the facts
- Develop a policy if it is recurring

### **Procrastination**

- Set goals with time limits
- Commit to others that something will be finished by a certain date

### **Socializing and idle conversation**

How many of you are the interrupter/the interuptee?

Either way, you are wasting time!

### **Indecision and delay**

80% of decisions should be made the first time they come up

If you put into practice some proven time management skills, you can gain-

2 hours/day,

ten hours/5-day week.

50 weeks x 10 hours = 500 extra productive hours

500 hrs = more than (12) forty-hour weeks

3 extra months each year!

*If you each give only 1/4 of your time saved to Zonta - you would owe Zonta 30 mins/day!*

*Think of how many Service projects your club could accomplish!*

## **TAKING OVER**

### ***Instructions:***

Divide into four groups by balloon color. Have each group decide on a way to pass their balloons among the group (not just keeping up their own balloon, but passing it to someone else in the group so that the balloons are continually being rotated among the members) without having any touch the ground. This is to represent how a group comes together and learns to share their ideas and work together to accomplish the committee's goals. Have each group designate a "runner". Each time you blow a whistle, that runner is to leave her group and become part of another group – taking her balloon with her (air borne) to each of the other groups.

### ***Script:***

Each committee (group of same color balloons) has learned to work together; has a plan of action to accomplish the committee's goals. When an "outsider" interferes with their flow, it causes confusion. The committee's flow of work becomes disrupted and inefficient.

There is a balance between offering help (as may have happened in the first exercise) and taking over. Each member needs to find her niche and not try to control the decisions of all committees. Because we are all successful business women and professionals, it's our nature to want everything to be perfect and that usually means "doing it our way". We need to always be conscious of the fact that:

- #1. we all bring to Zonta different personal strengths and business experiences
- #2. we all have different personalities; different ways to approach the same task
- #3. new or different ways of doing things is not necessarily destructive for the club; in fact, it's how we grow and improve.

## **TAKING A MINUTE**

### ***Instructions:***

Prearrange for a couple of members to take this role. At a given signal, immediately following the TAKING OVER exercise, have them quickly go up on someone and burst their balloon.

### ***Script:***

Don't burst each others bubbles. We are all trying! We need support, not criticism. When you feel irritated with a fellow Zontian, step back, take a minute to reassess your words or actions. Even when there is a legitimate problem, and there most certainly will be from time to time, there is a constructive way of handling the problem.

A club with balloons bursting is not a healthy, productive club. It only takes one member to change the entire ambience of your club meetings to NEGATIVE.

- #1. Don't let it be YOU.
- #2. If it is occurring, deal with the "cause" in a constructive manner, but DO deal with it.

**Nothing can destroy a club faster!**