

ETIQUETTE GAZETTE

FIFTH EDITION! JANUARY 2004

PUBLISHED MONTHLY – SEPTEMBER THROUGH APRIL – FOR PI PHI COLLEGIANS

MUSINGS ON MANNERS

IF YOU TAKE ON A JOB, YOU'VE GOT TO BE ACCOUNTABLE FOR IT.
WEEK 22

BARBARA BUSH

NEW YEARS RESOLUTION!

JUST SAY NO

GRACIOUS TIME MANAGEMENT FOR 2004

- Vivienne has told Felicia that she will trade hours with her at the bookstore, but due to extenuating factors, never shows up.
- Louisa agrees to serve as chapter Panhellenic Delegate, but keeps missing the Panhellenic meetings.
- The chapter agrees to support all campus Greek groups' philanthropic fund-raisers, but as the year progresses, cannot muster up even one team for each event.

What's the problem here? Probably over-programmed schedules.

Who's benefiting? The bookstore? The chapter? The campus Greek system? The chapter's reputation?

What's the solution? 1) Take time to prioritize activities (if Vivienne, etc., had considered their schedules, they might have realized that they had no time to take on extra obligations).
2) Learn how to say "no" in a manner that doesn't insult, and leaves the invitee feeling relief rather than guilt.

After prioritizing the schedule, Judith Martin (of the Miss Manners column) offers tips for refusing offers and invitations graciously:

- 1) An invitation is not a summons. Saying "No, thank you" promptly and politely engenders no further obligations.
- 2) Alternative phrases of regret include: "No, I'm so sorry", "No, I simply can't", and "Thank you for asking, but no, I'm afraid it's impossible". These phrases may be repeated.
- 3) The invited person doesn't flounder about, trying to explain that she would have attended but for overwhelming circumstances.

What better time than January for chapters and members to refocus on goals and strategize to stay true to those goals? In the long run, a chapter might be better served with a wise and firm plan than a malleable soft-hearted nonplan.

LATE

FOR A VERY IMPORTANT DATE

PROMPTNESS IS THE OTHER SIDE OF THE GRACIOUS TIME MANAGEMENT COIN. CAN PEOPLE COUNT ON YOU TO BE ON TIME?

ACCORDING TO ALEX J. PACKER, PHD (WHO SEEMS TO BE QUOTED IN ALL GAZETTE ISSUES BECAUSE HE IS SO SMART AND FUNNY), "LATENESS IS RUDE BECAUSE IT IMPLIES THAT "MY TIME IS MORE VALUABLE THAN YOUR TIME", AND IT SETS UP A CHAIN OF LATENESS THAT CAN AFFECT OTHERS FOR HOURS OR DAYS TO COME."

TIME MANAGEMENT 101 LIFE SKILLS

The thoughts presented in this issue might be summarized in a short course description: *How to build a rock solid reputation that will positively promote the career and civic goals of your future.*

- DON'T OVER-COMMIT -

(FACE IT, COLLEGIANS ARE ALREADY OVER-COMMITTED: SCHOLASTICS, FRATERNITY, COMMUNITY, CAMPUS, CHURCH, INTERNING, TRAVEL, DATING, JOBS, FAMILY. THE LIST DOESN'T NEED TO BE UNNECESSARILY AGGRAVATED)

- FOLLOW THROUGH WITH WHATEVER YOU HAVE COMMITTED TO -

- BE ON TIME -

Your employers and/or constituents will say, "She's gracious capable, and dependable - she must be a Pi Phi!"

📖 PAGE TURNERS 📖

In the 1980's, assertiveness training courses were most popular. The thought was, that with practice, the timid among us could shed their doormat personas. For those that missed the 80's decade, HOW TO BEHAVE – A Guide to Modern Manners for the Socially Challenged is now offered at your local book chain. Combining rules of etiquette with "looking out for number one", this book tackles big-city issues including road rage, unwanted perfume spritzes, the airplane arm-rest, the ugly home-made gift, office cubicle neighbors, moshing – you get the idea. While the book certainly lacks the gracious attitude usually present in an etiquette book, it does offer organized strategies for combating universal annoyances, and in its dry humored way, it is funny. It is also a "feel good" book, in that one might feel glad that one doesn't live in the author's abrasive world. The book was written by Caroline Tiger and published in 2003 by Quirk Productions, Inc.