

# ***Scribae Legis***

A Publication of NALS of Jackson County

April 2015

## **2014-2015 Officers**

<i>President</i>	Marion R. Stone, PP, PLS ADR Clerk 312 S. Jackson Street Jackson MI 49201 w- 517 768-8501 mstone@co.jackson.mi.us
<i>Vice President</i>	Jennifer G. Meade CER  w- 517 768-8551 jmeade@co.jackson.mi.us
<i>Treasurer</i>	LeeAnna R. Kloack, PLS  w-517 764-1794 <a href="mailto:leeannaklo@gmail.com">leeannaklo@gmail.com</a> and <a href="mailto:kloackjc@aol.com">kloackjc@aol.com</a>
<i>Recording Secretary</i>	Mary Jo Skojec  w- 517 787-2620 mjskojec@hotmail.com
<i>Corresponding Secretary</i>	Christine Kloack, PLS  h- (517) 416-1054 CKloack@gmail.com
<i>Director:</i>	Erin C. Carr, PP, PLS, BBA c/o Marcoux, Allen, et al 145 S. Jackson Street P O Box 787 Jackson MI 49204-0787 w- 517 787-4100 ecarr@marcouxallen.com
<i>Parliamentarian:</i>	

## **Message from Marion, the NALS of Jackson County President...**

**Congratulations to our new Board: Vice President, Christine Kloack; Recording Secretary, Jennifer Meade; Corresponding Secretary, Ciera Sowle; Treasurer, LeeAnna Kloack; and Director, Erin Carr. Installation will be a great start to our new fiscal year. Please plan to attend our installation meeting on April 16. Marion**

## **Message from the Editor...**

**I hope everyone had a wonderful Easter. We were able to spend a week down in South Carolina with our daughter where spring is definitely in the air. Lots of beautiful flowers are out and will hopefully be out here soon. Erin Carr submitted an article by Vicki Voisin. I hope you enjoy it.**

**I'll see you at the meeting! LeeAnna**

**APRIL BIRTHDAY  
Cierra Sowle, April 6  
(Happy Belated Birthday!)**

## Calendar

April 9, NALS of Jackson County board meeting, Jackson County Courthouse, 2<sup>nd</sup> floor, noon, Jennifer Meade's office

April 16, NALS of Jackson County general-membership meeting, Installation of Officers, 5:30 The Hard Knock Grill

April 23-25, NALS of Michigan Annual Meeting, Midland, Michigan

May 6, Wednesday, Law Day, Jackson Country Club, 7:30 a.m.

### PERMANENT RESERVATION LIST

These are the members currently on the permanent reservation list for the general assembly meetings as of 5/15/13. If you'd like to add or remove your name from this list, please contact Cierra Sowle or Jennifer Meade.

Mary Jo Skojec

Coletta Crews (lunch only)

Erin Carr

Jennifer Meade

Marion Stone

Patti Clark

Jodi Snyder

LeeAnna Kloack

Cierra Sowle

## NALS OF JACKSON COUNTY

**MONTHLY MEETING  
INSTALLATION OF  
OFFICERS  
Thursday, April 16, 2015  
at 5:30 p.m.**

**ORDER OFF THE MENU**



**3705 Ann Arbor Rd,  
Jackson, MI 49202**

**FOR RESERVATIONS CALL:  
Jennifer Meade (517) 768-8551  
Cierra Sowle (517) 768-6817  
If you're not on the permanent  
reservation list, please RSVP  
(Permanent reservation members,  
please call if you're unable to attend)**

## Minimize Interruptions for Increased Productivity

How can you get your work done if you have constant interruptions? You can't, and it's very frustrating!

If you don't take steps to minimize those pesky interruptions, your time will be wasted and your productivity will suffer.

Studies show that the average worker is interrupted every eight minutes. The same studies reveal that 15% of the interruptions are important, while the remaining 85% are a waste of time. Telephone calls and e-mail are major culprits, but even worse are the two-legged interrupters: your co-workers. Here are five tips to minimize those two-legged interruptions and keep you in the productivity fast lane:

1. Stand up when someone enters your work space....or when they've over-stayed their welcome. When you stand, you send a message that the meeting will either be brief or that it has ended. This works every time. You start moving, they start moving...end of interruption.
2. Never ask "How are you?" when someone stops by your office. This is an open invitation to chat. Do you really want to hear about their gallbladder surgery? Instead, ask "What can I do for you?" This will get you right to the point of the interruption.
3. A bit of creative workspace re-organization goes a long way. If your desk faces the door, turn it so you don't look right into the hallway at everyone who passes. Once they make eye contact, they always stop to chat. Can you

remove your chairs? If not, stack some files on them so the office pest (i.e. timewaster) can't take root for a half hour of blah blah blah. Last, NEVER have a bowl of candy on your desk. Who can resist a handful of M&M's...and a little conversation to go along with them?

4. If you're asked to answer a 'quick question,' or someone wants 'just a minute' of your time, beware! Our first question should be, "How much time do you need?" If you have the time available, go for it and hold them to the deadline. If you don't have a spare fifteen minutes, schedule an appointment with them later. Rehearse a few lines like: "I'm sorry but I need to finish this deposition summary in the next hour. Can we talk later?" or "Attorney X is waiting for this research. I can spend some time with you at 2:00 this afternoon." If you use lines like these, you've turned the tables, and you're now meeting on your own terms.

5. Urge co-workers to accumulate their questions. They should save all but urgent issues to discuss with you in one chunk of time. It's much more productive to spend twenty minutes discussing five client matters than it is to talk about one client matter for ten minutes every hour.

**BONUS TIP:** Don't interrupt yourself! Determine the time of day you are most productive (early morning? mid-afternoon?) and make yourself unavailable to the world during that time every day. Shut your door. Turn off anything that might be noisy or distracting. Stock your desk with all the supplies you need to eliminate unnecessary trips to the supply room. Practice what you preach: gather your questions and assignments

and interrupt your co-workers only once. Your challenge: make a short list of the interruptions you will allow. For all the rest, decide which of today's tips you can implement to minimize them. Once that decision is made, take the necessary steps to curb those interruptions and you'll find yourself on your way to a more productive day.

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©2015 Vicki Voisin, Inc. Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weeklyzine titled Paralegal Strategies and hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. More information is available at <http://www.paralegalmentor.com> where new subscribers receive Vicki's "51 Tips for Career Success."

**Minutes of the Thursday March 19, 2015  
Meeting  
Of the general assembly of  
NALS of Jackson County**

The monthly meeting of the Jackson County Legal Support Professionals was held on March 19, 2015, at Steaks Eatery, Jackson, Michigan. President Marion Stone, PP, PLS, called the meeting to order. Christine Kloack, Corresponding Secretary, took the roll call of all members present. There were 10 members present. Vice President: Jennifer Meade, CER – No Report Treasurer: LeeAnna Kloack –The financial report for March has been distributed, and it will be filed subject to review. \$103.15 received from

RADA - \$30.00 from Origami - \$20.00 from photography lady - \$63.00 from Mary Kay - \$15.00 from Jam Berry - \$100.00 from the 31 lady.

Recording Secretary: Mary Jo Skojec – Not present –Minutes of the February meeting were published. No additions. The minutes stand approved as published.

Corresponding Secretary: Christine Kloack – The following Cards were sent: Ron Marienfeld, Esq. for recovery from surgery – Shelly Stitt for her medical issues she is experiencing – Rosalie Britten for the loss of her husband – Gary Britten, Esq. for the loss of his father – Carolyn Field for the loss of her mother. Sunshine Fund Cash on hand is \$25.80.

Director: Erin Carr – Raffle tickets being sold – Register before March 31st for Annual meeting. The next NALS meeting will be on April 16<sup>th</sup> for Installation. Location TBD.

**Committees**

Program/Reservations – April Meeting is installation of officers. NALS of Michigan Vice President Lucinda Broeker will be attending. Law day – Christine Kloack – Confirmed reservation with Brian Funston at the Jackson County Country Club.

Newsletter – submit to LeeAnna by 1<sup>st</sup> of the month, out by the 10<sup>th</sup>.

Financial Review – Janette Carras volunteered to handle the review.

Annual Officer/Committee Reports are due April 10.

**New Business**

The Nomination of officers list was approved and stands as is. No new nominations from the floor.

President:	Marion R. Stone, PP, PLS
Vice President:	Christine Kloack, Paralegal
Treasurer:	LeeAnna Kloack
Secretary:	Jennifer Meade

Corresponding Secretary:	Cierra Sowle
Director:	Erin Carr, PP, PLS

Motion by Jodi Snyder that the slate of officers be elected. Motion carried.

Proposal to our standing rules – Article VII – Officers, Paragraph B, changes to Term of Office: The term of office shall be one year from date of installation or appointment, or until their successors shall be elected and installed. Any officer serving six months or more in office shall be deemed to have served one term. Erin motioned, Jennifer seconded. Motion carried.

#### NALS OF MICHIGAN

Ad for annual meeting program. Motion to ratify board decision to purchase a business card ad for \$25.00. Registrations due March 31. Raffle tickets back to Erin.

Voting on scholarships applications. # 3 is our first choice and #2 is our second choice.

#### NALS of MI ANNUAL MEETING

Delegates Erin Carr, Jennifer Meade, Janette Carras  
Alternate Marion Stone, Patti Clark

#### ANNUAL MEETING REPORTS

Domestic Violence	Jennifer
Exhibitor Lunch	Janette
Traumatic Brain Injuries	Patti
Alternative Energy	Marion
Certification Lunch	Janette
Awards Banquet	Marion
Annual Meeting	Director
(Erin)	
Fun Report	Roxann

#### Announcements

NALS of Jackson County Board Meeting –  
April 9, 2015, noon, Courthouse  
NALs of Jackson County General Meeting –  
April 16, 2015 location TBD  
Law Day-Country Club of Jackson, Wednesday  
May 6, 2015, 7:30 a.m.

Annual Meeting and Educational Seminar –  
April 24-26, 2015 Midland  
NALs Educational Conference – October 8-10,  
Las Vegas, Nevada

Respectfully Submitted

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Christine M. Kloack  
Corresponding Secretary

Approved:

Marion Stone, PP, PLS  
NALs of Jackson County, President

#### NALS MISSION:

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials.
- Networking opportunities at the local, state, and national levels.
- Commitment to the Code of Ethics and professional standards.
- Professional certification programs and designations.