



LA LUZ CHAPTER OF THE
AMERICAN BUSINESS WOMEN'S ASSOCIATION



ABWA 65 Year Going Strong!

The La Luz Lamplighter

July 2015 Vol. 27 Issue 3

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Job Gracefully

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July Meeting Board Surprise!



Host ABWA La Luz

Thursday July 23 at 6:00pm

Where: ORTEGA'S
3617 WYoming Blvd NE
Albuquerque, NM 87111

How to Leave a Job Gracefully

by Lauren Girardin from GovLoop Career

A lot of advice you'll hear about how to handle your last two weeks at a job focuses on surviving. As if giving your two weeks notice is the equivalent of a zombie apocalypse or a vacation with your in-laws.

Rather than survive, wouldn't it be better to thrive? Giving your two weeks notice isn't an excuse to dial it in. It's an opportunity to leave on such a high note that your employer will always think of you as the one that got away.

Clean up your messes

In the hustle of the day to day, new work piles up, burying old to-dos. Your final two weeks on a job are your last chance to finish what you started.

Clean out your inboxes, both digital and paper. Document your processes to help whoever will take over each task. Cheerfully train your replacement—that is, if they've managed to find someone as stellar as you. Change your voicemail and set your email responder. And, clean your desk like you'd like to find it on your first day.

Get your story straight

Everyone is bound to ask, "Why are you leaving?" Since "Agh! I hate it here!" is an answer you should only share with your therapist, you need to come up with a level-headed response.

Talk about the positive reason you're leaving, such as getting your dream job, pursuing new challenges, or hiking the Appalachian Trail. Whatever the real story, don't badmouth your employer or your boss. If you can't say something nice and you don't have a new job yet, just chalk it up to personal reasons.

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[ABWA Proud Code of Conduct](#)

1. All members will serve as goodwill ambassadors for ABWA
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission
3. Members will always treat their member colleagues, guests, vendors, and sponsors with honesty, respect, fairness, integrity, responsibility, kindness and in good faith
4. Members will maintain compliance with ABWA National, Chapter and Express network Bylaws
5. Members will not use their personal power to advance their personal interests
6. Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members

Committee Square

Please log into WIN to find the Board Meeting minutes there

[ABWA Women's Instructional Network \(WIN\)](#)

"Don't forget to download your district newsletters located in the WIN National Library/ District Newsletter folder!"

"Success is perceptible ... We can touch it, smell it and taste it."

Written in 2015 by Mohammed Sekouty --- Egypt

IMPORTANT DATES

July 9	La Luz Executive Board Meeting
July 23	La Luz Chapter Meeting
Aug 27	La Luz Chapter Meeting
October 15, 16, & 17, 2015	<u>2015 ABWA Annual Conference Albuquerque</u>

**The following members are celebrating
Anniversaries in July**

*Dalene Alsager
Robyn Dow
Leslie Fitzgibbon
Bonnie Krall
Pamela Reeves*

**Happy Birthday to the following La Luz
members celebrating birthday in July**

*Carmen Dickens 7/26
Dana Dotoli 7/18
Kathy Elrick 7/30
Inga Mass 7/8
Theresa Muniz 7/1*



**The La Luz Vision
Statement**

*Within the next five
years, La Luz will be a
Best Practice Level I
chapter and have a
reputation in the
community for
"Empowering our
Membership through*

**ABWA Mission
Statement**

*To bring together
business women of
diverse occupations
and to provide
opportunities for
them to help them-
selves and others
grow personally and
professionally
through leadership,
education, network-
ing support and na-*

Lend a hand

As your last days at work dwindle, you might have spare time on your hands. Instead of burning through hours on the latest and greatest cat videos, support your favorite coworkers. They'll be picking up the slack after your departure, so anything you do to take the pressure off will be appreciated.

Offer to help them with pesky projects. Clean out the office refrigerator of petrified leftovers. Lend a hand so they can meet a deadline. Your help will earn you their adoration long after you've left the building.

Gather ye data while ye may

You'll need to stay connected with your network and prove your skills to future employers. Don't leave this information behind when you leave your job.

Make a copy of any important emails, work files, and key contacts from your address book and social media accounts. Look for praise and performance reviews, proof of personal successes, examples of your work, and before and after data that you can use to show how you excelled at your job. Of course, don't take proprietary information and don't violate any data security or intellectual property rights.

Say yes to an exit interview

An exit interview is not the time to rant about every grief you've endured during your job. Stay calm as you share both the good and the bad. During an exit interview, you don't need to share everything. Explain why you're leaving. Focus on the most important information that can help your employer better attract and retain people who can help it achieve its goals.

If you've had a sour relationship with your boss, they may be worried about what you might reveal and not offer you an exit interview. In that case, check with human resources to see if they'd like to have a conversation. Or, let it go.

Don't burn bridges

Your relationships with your soon-to-be-former employer, boss, and colleagues will either bless or haunt you forever. Unless you're retiring or pursuing your bearded hermit dream, you may need their kind words someday. Down the road, you may want a reference or LinkedIn endorsement.

In many jobs and places, you can still be fired after you've quit. Though the idea of an unemployment check may comfort you, it's not often worth the downsides of being fired.

Say thanks

Even if you didn't love everything about your workplace, there's bound to be something for which you are grateful.

It might be a skill you picked up, an obstacle you learned to overcome, or laughs you shared with some coworkers. In your last days on the job say thank you to the people who made the workplace a better place. They'll remember you well for it.

Lauren Girardin is a marketing and communications consultant, writer, and trainer. Find her on Twitter at [@girardin](#).

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–Margaret Speer

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Publicity Committee Chair – Carmen Dickens

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Log on to our ABWA La Luz Website at:

www.abwa-laluz-abq.org

La Luz Lamplighter Editor

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Do you have an idea or story for the Lamplighter?

Do you have accomplishments you would like to share with other chapter members?

Do you have pictures or an event to share with the Chapter?

Send your articles, pictures, or ideas to

Felecia Schreier at F_Schreier@yahoo.com



To remove your name from our mailing list, please [click here](#)



