Marsha Egan - celebrated keynoter, author, certified workplace productivity and business leader coach, CEO, and author of Inbox Detox - estimates that the average person receives 80-200 emails per day and the average recovery time from interruptions is four minutes. If we could eliminate 15 interruptions per day that would equate to 60 minutes - an hour a day! Who couldn't use an extra hour a day?

Here are 10 of her suggestions:

1. Turn off your email notifications, minimizing or even closing your email.
2. Curb your need to respond right away. Do not work first - sort first.
3. Use Marsha's four Ds: delete, defer, delegate and decide. Example: your boss sends you an email requesting a report by the first of the month. Create an 'action' folder. Place the email in that folder and set up a reminder. You now have only one place to look for items needing action. Trigger the reminder to the time of day that you organize. You're organizing your day and including any action items at that time.
4. Touch it Twice: the first touch is to decide what to do with the email; the second is to work the email. Work one email then the next until that email is handled.
5. Exception to the 'Touch it Twice' rule: if the email can be handled in two minutes or less, don't put it off, just do it and get it out of the way!
6. Hang onto emails. Create another folder - 'Reference Folder'. Put those 'hang onto' items in this folder. Use broad heading folders - stay away from sub-folders.
7. Email begets email: consider the overall time involved. Maybe a quick phone call can resolve the issue in thirty seconds versus several emails back and forth.
8. Reply all option: Reply only to those truly necessary - again 'email begets email' - don't be part of the problem!
9. Main point up front: Make your first sentence the main point of your email. Use the subject line as the entire message. It aids productivity for both you and the recipient.
10. "Email is for facts - not feelings" states Marsha. If there is a chance your message will be misinterpreted - it will be! You need to be very clear in your message. If emotion is involved, pick up the phone instead.

Geraldine Plott, CPCU, FCLA, SCLA, AIC, ARM, AIS, AINS, CIIP, DAE, CLP
Region II Vice President

**Board Summary**

The [board summary](#) from the January 2017 meeting is now available.

**This is MY IAIP**
The IAIP community is full of inspirational members whose IAIP experience has made a real difference in their personal and professional lives.

We understand in the insurance industry your jobs are customer focused, but IAIP is focused on you! Your IAIP membership is an investment in your professional development. Now is your opportunity to share your IAIP story. The campaign was created to celebrate the passion that drives insurance professionals to join IAIP, engage with the association, and invest in their careers. Share your story now and become part of the IAIP mosaic - inspire yourself and others. We want to know why This Is My IAIP!

Submit your unique story today for a chance to be published on the IAIP website, emails, and in print.

SAMPLE TESTIMONIAL

My IAIP network came into play when a former client who had moved across the country reached out to me expressing frustration with his current insurance agent. I leaned on my IAIP network and with one phone call to an IAIP member in Oklahoma, I was able to connect him with a list of independent agents in his area. He was impressed with my professionalism and willingness to help. I’m happy to report he is extremely pleased with his new agent from the IAIP network.

Kim Fitzgerald, CPCU, API, CLP, CHP, DAE
Region 1 Vice President

2017 Convention

What companies would YOU like to see at the convention this year? What services and products would you enjoy learning about? What product or service would make your day more efficient? We want to know! Not able to attend this year? We still want to hear from you!

Submit a referral for a new convention exhibitor or sponsor. If the company does sponsor or exhibit (before May 31st) the referring member gets to choose whether they would prefer a free year of international membership or a $100 discount off 2017 convention registration. All we need is the contact information below - we will do the rest!

Potential Convention Sponsors/Exhibitors:

- Insurance Education Resources/Training/Professional Development
- Software/Automation Services
- Workers Compensation
- Safety Services/Loss Control
- Accounting/Premium Finance Services
- Restoration Services
- Legal Services
- Environmental Services
- Claims Services

Help spread the word! Share our new convention video - not just with other members - but with non-members as well!
St Patrick's Day Sale
Get your green on and shop with IAIP on Friday, March 17. Take 15% off your shopping cart when you order education products. Watch your inbox and Facebook for more details coming soon on this one day education sale!

CWC Virtual: Now Available
IAIP members with an interest in the Confidence While Communicating (CWC) course may not always be in close proximity to a local association offering it. To give members the opportunity to complete this public speaking course, the Education Task Force has created a virtual delivery method of the CWC. The virtual course has the same content as the current CWC and allows some or all of the participants to attend the course via a video conferencing platform. If you've been waiting for this virtual option, encourage your program chair with your Local Association to host one!

To kick-off the release of the virtual CWC, International will be offering the first virtual class this Spring. Be sure to watch for a date announcement and note that space is limited to 10 participants. If you're interested in being an instructor for a virtual course at any level of the association, please contact Rebecca Clusserath, Director of Education. We can help connect virtual instructors with interested local association.

To learn more on how you can offer a virtual class in your local or council, review the CWC Virtual Tips and FAQs.

Meet the Candidate | Election Overview

Meet the Candidate
There is still time to register for Meet the Candidate to be held on Tuesday, March 7 at 2:00pm EDT. This is your opportunity to meet our candidate for International Secretary: Lauri Oakden, RWCS, CRIS, CLP, CIIP. President-Elect, Linda Luka will interview the candidate and you will have the opportunity to submit questions as well. If you have any questions that you would like the candidates to answer, please send them to Linda Luka, President-Elect, with "Meet the Candidate" in the subject line. If you are unable to attend the webinar live, the recording will be available on the IAIP website within two days of the Meet the Candidate.

Election Process Overview
Get ready to exercise your right to vote! Every member in good standing will have a vote in the election of the International Secretary this year. The electronic ballot will be distributed to the membership on Monday, April 10 for a 2-week voting period. The ballot will be sent via email through SurveyMonkey.

Corporate Centre staff and a Teller's Committee appointed by the International President will regularly monitor the response rate during the voting period. Communications to the entire membership with reminders to vote will be adjusted accordingly to ensure the quorum is met. For more information regarding the election process, please reference the Election Process Overview.
The NAIW Legacy Foundation is the philanthropic arm of IAIP, and plays a big part in IAIP's ability to fulfill its mission of providing insurance education, skills enhancement and leadership development. The initiatives are driven by the Foundation board of directors and supported by the tremendous efforts of the Foundation task force.

The Legacy Foundation is dedicated to the development of educational programs for insurance professionals. To continue to enhance the educational offerings, the IAIP Education Task Force identified qualified education and training providers with the capacity to edit and develop written training materials, covering a variety of technical insurance subjects. The Foundation board approved a grant to fund this initiative and through this grant, new courses are currently in development and existing courses are being revised.

Supporting the members, local associations, councils and regions is a large focus of the Foundation. This support is provided through the availability of scholarships and grants. The board is committed to being strong stewards of the Foundation's funds and only award scholarships and grants that meet the application's eligibility criteria which includes being complete, thorough, properly supported with documentation and timely.

A significant number of grant and scholarship submissions were received by the Foundation board during this application period making the board's decision on awards given a very difficult one. Four grants were awarded to two local associations, one council and one region. The board decided not to award scholarships during this year's application period as the applications submitted did not meet the required eligibility criteria. The Foundation task force led a webinar this past Fall to assist members in the application process and members are encouraged to view this recording for assistance with future applications.

In order to fund all of these initiatives, the Foundation relies on donations and sponsors. So far this year, the Legacy Foundation has received over $15,000 in donations, legacies and bequests. Some members have set up recurring donations to support the Foundation year-round. Some send donations as a way to remember friends and members at a time of loss. Some have companies that offer matching donations and are able to double their contribution through this employer match program. And many members give back to show support to an organization they believe in. The Legacy Foundation Board of Directors and Task Force are extremely grateful for all the donations and support. We are continuing to explore additional funding opportunities so that the Foundation can continue supporting IAIP and its members.

Thank you to all the members who continue to support the Legacy Foundation through their donations and fundraising efforts. When you give to the Foundation, you are investing in your future!

Continuing Education Scholarships

Apply today for one of the many continuing education scholarships available from our amazing industry partners!

The National Alliance for Insurance Education & Research will award 26 professional continuing education scholarships to deserving IAIP members. Submit your completed National Alliance Scholarship application to Theresa Scott with The National Alliance.
International Risk Management Institute, Inc. (IRMI), and WebCE are pleased to award full professional development scholarships to deserving IAIP members. Submit your IRMI Scholarship application to IAIP at president@iaip-ins.org.

The Institutes will award scholarships toward The Institutes’ Accredited Customer Service Representative Designation (ACSR) for IAIP members. Submit your Institutes Scholarship application online.

Scholarships will be awarded at the IAIP Annual Convention in Albuquerque, NM on June 15-17, 2017. These scholarships are a great member benefit through our partnerships with The National Alliance, The Institutes and IRMI. Take advantage of this benefit and apply today! Applications must be received by May 1, 2017.

FIT Insurance Professionals

Let's welcome spring of 2017 with a FIT Insurance Professionals local association challenge. The FIT Insurance Professionals Task Force challenges your association to participate in a run/walk charity event sometime during the spring (March 20, 2017 to June 19, 2017).

Submit a picture of your group (IAIP members only, please) at the event and the picture/information with the highest percentage of participants will be featured in a summer Connections newsletter. Email your entry to Katharine Nohr with the photo, names of the members in your photo, name of your association, and name, date and location of the event, and the total number of member participants, by July 5, 2017. Have fun and get fit!

IAIP Virtual Marathon 2017
Congratulations IAIP Members on our second virtual marathon! Our goal was to run 26.2 miles which is equivalent to a marathon and this was accomplished by all our participants. We will recognize our participants with a Certificate of Participation.

Thank You:
Tara Busha, Greater Lansing Insurance Professionals
Brenda Jo Hornyak, IAIP-DFW (Dallas)
Carol Weisman, ACIAIP
Tyre Robinson-Hawkins, Greater Lansing Insurance Professionals
Mary S Broy, Insurance Associates of Northern Shenandoah Valley
Lisa Hardin, Mid-Wisconsin Insurance Association
Kelsey Purvis, Insurance Professionals of Jackson
Debra Brunken, Insurance Professionals of Greater Sioux Falls
Andrea Lindenbusch, Insurance Professionals of Mid-Missouri
Margaret Sameshima Lamdagan, South Bay Association of Insurance Professionals
Diane Martell, Insurance Professionals of Anne Arundel County

Thank you for exercising as a virtual association and keep up your great results! See you at the IAIP FIT activities at International Convention 2017!

Diane F. Martell
IAIP FIT Chairperson