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Office Hours

Monday-Thursday 8:30-5:30

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A Year of Giving

We welcome in a new year and wish everyone good health and happiness in 2011. We reflect back on a wonderful year for our team. We are very proud of our accomplishments over the past year and giving back to our community is one of our highest priorities. We want to thank you for attending our Open House in December and helping us give to the **NC Food Bank**. We are excited to have given **810 pounds** of food this year to the food bank. This is almost 4 times the amount we donated last year. A special thank you to the entire community of Olde Raleigh Townhomes who e-mail blasted the community and went door to door to pick up canned food.



MS Walk We supported several very important charities this year and exceeded our goals on each. Last April, our team walked for MS and raised \$2,200.

At our Fall Festival in October, we had 16 donors give blood to the **American Red Cross**.

For the Holidays, we adopted a needy family in Johnston County, giving the family with two young boys the bikes they wanted this year, food for a wonderful Christmas day meal and other needed presents.

Our goal for 2011, is to continue to give back to the wonderful community that has supported us and our success. We appreciate our clients and vendors for their loyalty and support in 2010.

Law Day for HOA's

Lawyers that focus their practice on Homeowners Association Law will present several different topics in the morning and breakout sessions in the afternoon that will afford the opportunity for Q and A and in depth exploration of challenges being faced by homeowners, Board Members and Community Leaders. A once a year, don't miss opportunity. Mark you calendars!

Contact your Community Manager to sign up for this event.

Location: **Friday Center– Chapel Hill**

When: **Saturday, February 26**

25 Simple Organizing Ideas

Here are just a few, simple ideas that can help you get better organized in 2011.

1. DETERMINE YOUR GOALS.

Before you start anything, determine its goal. If you don't know where you're going, how will you ever get there? Set mini-goals and reward yourself for successes.

2. DECLUTTER YOUR DESK.

An uncluttered desktop erases unnecessary distractions and helps keep your mind on tasks that need immediate attention. Keep only the items on your desk that relate to your current projects.

3. DON'T RELY ON YOUR MEMORY.

You run the risk of letting tasks fall through the cracks. The best way to never forget an appointment, a deadline or a detail again, is to write everything down.

4. CONSOLIDATE SIMILAR ACTIVITIES.

Instead of starting and stopping at different levels of activity, you'll save time by making all of your outgoing telephone calls together, taking care of all your errands at once, etc.

5. CLEAN OUT YOUR FILES.

Before you go through the expense of purchasing more file cabinets, folders, etc., take the time to purge all unnecessary paperwork and materials.

6. USE ONE CALENDAR.

The biggest mistake people make when using planning calendars is to keep more than one. Keep personal, professional and family items on one calendar. It will help to eliminate scheduling conflicts. Remember, 'the man who wears two watches, never knows the correct time.'

7. SET UP FILES FOR PROJECTS.

Don't waste time searching for papers when you need them. Keep all paperwork that pertains to a certain project together in one large folder.

8. SET TIME LIMITS.

Say, 'I've got only 5 minutes to talk.' Outline your calls, Say, 'I'd like to discuss these 2 possible solutions to problem A . . .'

9. MAKE TIME FOR YOURSELF.

Make at least one screened appointment with yourself each day. Screened time is quiet, uninterrupted time allowing you to concentrate on a project or catch up on your reading.

10. DELEGATE.

Realize that you can't do everything. Delegate in the office and at home. To use an effective delegation system, you must train, entrust, follow-up and evaluate.

11. DON'T OVERSTUFF FILING CABINETS.

There's nothing worse than having to file papers in a file cabinet that is overloaded! Leave enough room in file drawers so that you're not using all your energy to get a piece of paper in or out.

12. USE TIMERS AND ALARM CLOCKS.

Allocate time for your daily activities, from working on projects to doing household chores. Then set timers or alarm clocks to keep you on schedule.

13. MAKE GOOD USE OF SPACE.

Add shelving for reference books and manuals. Add space extenders in desk drawers. Buy full-suspension file cabinets. Use stacking bins.

14. MAKE THE MOST OF IDLE TIME.

Catch up on your reading while you wait for appointments. Audio cassettes of an educational or motivational nature are a great way to make use of your time while driving to work.

15. SET TIME LIMITS.

If you have to work late, or during the weekend, set time limits for yourself Whether you work for two or four hours, stop working at the end of that time and enjoy the rest of the evening or weekend.

16. DETERMINE YOUR BEST TIME FOR TASKS.

Use your most productive time to do your most productive work. Alert in the morning? Afternoon? Tackle your most difficult, important work during the time of day when you're at your best and you're most likely to complete it.

17. USE MASTER LISTS AND TO DO LISTS.

Take control of your time. When used properly, these effective tools give you a specific idea of what you need to accomplish.

18. THINGS AWAY EACH DAY.

Take time to put things back where they belong. Put things back immediately after you're finished with them or set up a 15-minute appointment with yourself to put things back at the end of each day.

19. TOSS OLD READING MATERIAL.

Go through your reading stack. Get rid of outdated newspapers. Ditch magazines older than 3 months. Keep only a few catalogs that you truly enjoy.

20. KEEP RECEIPTS TOGETHER.

Keep an envelope in your purse or wallet to hold receipts that you may need for expense records or tax purposes. When you get back to the office, put the receipts in pre-designated envelopes (business meals, fuel, rental expenses and so on), then keep all the envelopes in a larger expanding file or box.

21. COORDINATE WITH OTHERS.

Work together with others--family, or co-workers--to come up with organizational systems that are simple and effective for everyone involved.

22. CREATE AN EFFECTIVE WORK AREA.

Create a pleasant, well-equipped work area. Whether it's a nook, cranny or a large office, your work area should be conducive to performing your daily work. It should contain all necessary supplies and equipment within arms reach or in easily accessible areas.

23.. REST AND RELAX.

Get a good night's sleep (7 hours or more.) Adequate rest tonight will help you to be alert, on schedule and effective tomorrow.

24. CREATE REFERENCE LISTS.

Reference lists are wonderful tools for remembering and accessing everything easily.

- Create reference lists for:
 - Personal goals and dreams
 - Birthdays
 - Favorite restaurant phone numbers
 - Web sites you'd like to explore
 - Books you'd like to read
 - Things to pack when traveling
 - Gift ideas for friends and family
 - Computer files
 - A wish list for yourself
- . . . and more. Your choices are endless!

25. END EACH DAY ON A GOOD NOTE.

Save your easiest tasks for the end of each day. You'll be able to complete them, and end each day on a positive, rewarding note!

AAMC Designation

Elite Management Professionals achieved the AAMC (Accredited Association Management Company) designation. This means that we joined a prestigious group holding the only national designation, which recognizes our company as an outstanding professional community association management company whose foundation is based on experience, integrity, professionalism and continuing education. There are over 10,000 management companies nationwide and only approximately 150 hold this designation. We are one of only 9 in North Carolina.

Calendar of Events

February 26, 2011

Law Day– Contact your Community Manager to sign up!

March 1, 2011

Board Member Seminar and Orientation

Please contact Dawn Hatcher to sign up at dawnhatcher@elite-mgmt.com

April 5, 2011

Spring Fling

Informative Speakers, food and fun!
Save the Date!