

“BRINGING BUSINESS BACK HOME”

PRESIDENT’S MESSAGE

Greetings to All!

November is a busy month, but don't forget “Giving Tuesday”.

December, with all its holidays at the end of the month, is usually what we think of when we are in the mood to give a gift to friends & family. And to start that feeling of giving, this year Tuesday November 28th is “Giving Tuesday” for 2023. Whether you're an individual, community organization, nonprofit, small business, or major brand, there are hundreds of different ways to express generosity! Please remember to give to one of those wonderful organizations who make this world or even just our community a better place.

This year for “Giving Tuesday” I am going to give to **Keep Akron Beautiful**. They are in the midst of fundraising for a new dump truck. Their old truck has no air conditioning, the speedometer does not work, and in some spots I believe it has more rust than some of the trash it helps deliver away from our community. If you are not sure where to show your generosity this year for “Giving Tuesday”, please consider a donation to **Keep Akron Beautiful** for the purchase of a new dump truck. Last time I heard I believe they were almost half way toward the \$125,000 goal they need for this purchase.

With Thanksgiving the third week of the month, there will be no November KCOC “Meet & Greet”. However, the **Kenmore Chamber of Commerce** will hold it's holiday “Meet & Greet” networking event at **The Rialto Theatre** on Thursday December 7th. This event is sponsored by the **Kenmore Chamber of Commerce** and **The Rialto Theatre**, and will also include a presentation giving this year's McCutchen Award to one of our members. More information will be presented in next month's KCOC Newsletter. Save the date!

Thank you for listening, and please be safe!

John Buntin Jr, KCOC President
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WELCOME TO OUR NEW KCOC MEMBERS!

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Six Workplace Productivity Tips to be More Efficient

The concept of workplace productivity has changed drastically in the last three and a half years. Once-routine parts of office life like elevator rides and water cooler chitchat have given way to Zoom screens and hybrid schedules. Character traits like flexibility and adaptability have become critical for employees and employers. New technologies like project management apps and AI chatbots have redefined the definition of efficiency and resiliency.

Work-life balance and well-being have also taken center stage as more companies acknowledge that high productivity levels and employee happiness go hand in hand. In many cases, rest and relaxation can actually facilitate more focused work—while putting in too many hours can lead to serious burnout.

Productivity is heavily influenced by different factors: mindset, habits, environment, and tools. Technology can provide a big assist, especially when it fits in with existing workflows and is familiar to your employees. Listed below are a few key strategies for improving workplace productivity, boosting efficiency, and empowering employees to do their best work:

Turn off (or at least turn down) your notifications. The first and most obvious step toward increased productivity involves turning notifications off, or at least muting some of them.

Outline daily and weekly goals. No matter when (or where) you start working each morning, try to develop a habit of writing a quick list of three to five things you need to finish before the day is done. Keep it brief, assess how you did with the daily list, move outstanding items to the next day's to-do list, and reflect on any progress achieving weekly goals as well.

Set a specific time to deal with email. It differs by role and industry, but most of us spend an inordinate amount of time reading, responding to, and organizing email messages. The average human checks their inbox every five minutes. Changing that habit is tough, but scheduling out specific hours to deal with email can help.

Bookmark open browser tabs. For years, we've thought of the bookmark bar as a lifesaver—and the number of open tabs in your browser as a barometer of productivity. Instead of leaving multiple tabs open for days or even weeks at a time, try to bookmark open tabs in a "To Read Tomorrow" or "To Read at Home" folder at the end of every day. Then, close and quit your browser.

Sync your files. Remember when we used to save files on portable thumb drives and email ourselves the latest versions of documents? Hopefully those days are over—and if they're not, there's an app that can help with that. Cloud-based file sync and share is secure and convenient, allowing you to access any document, anytime, anywhere.

Take a break! Our brains function better when we alternate between chunks of engaged and relaxed time. Consider a version of the Pomodoro technique, which calls for working 25 minutes straight without interruption, followed by a 5-minute break spent doing whatever you want.

Productivity is a multi-faceted concept that combines inherent traits, learned skills, and smart technology. With the right mix of tools and advice, any business in any industry can leverage it. **CMIT Solutions** has spent the last 25 years helping companies streamline their work and make day-to-day operations more efficient. If you're looking for help with productivity software, cybersecurity protection, data backup, or basic employee education, **CMIT Solutions** can help. Contact us at www.cmitsolutions.com for more information on these and other workplace solutions.



KBOT FLASHBACK



10 Years Ago - November 2013

- ⌚ **David E. Culbertson**, President
- ⌚ Luncheon guest Hedy Jarwono speaks about his new business on Kenmore Boulevard - EZ Stop.

15 Years Ago - November 2008

- ⌚ **Scott M. Smith**, President
- ⌚ This month's luncheon guest speaker was Brent Hendron from Akron's Department of Economic Development.

20 Years Ago - November 2003

- ⌚ **Scott M. Smith**, President
- ⌚ KBOT Director Etta Mae Smith receives a plaque celebrating 50 years in Kenmore.

25 Years Ago - November 1998

- ⌚ **James Lawson**, President
- ⌚ No information available.

30 Years Ago - November 1993

- ⌚ **Ed Abdula**, President
- ⌚ Harry Jordan was awarded a plaque for "Outstanding and Distinguished Service to the Kenmore Community" by the KBOT.

35 Years Ago - November 1988

- ⌚ **Lee McCutchan**, President
- ⌚ The KBOT raises money to purchase Haz-Mat testing equipment for the Summit County Hazardous Materials Response Teams.

40 Years Ago - November 1983

- ⌚ **Jasper McCutchan**, President
- ⌚ The KBOT began the sale of coupon books for the "Prosperity '84" fund-raising project.