SPOUSE AND COMPANION GUIDE
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Introduction

As the spouse/companion of a district governor, you will play an important role in the coming months. This guide will help you to prepare for what is sure to be a very busy year.

In the pages that follow, you will:

1. Review the history and background of the association.
2. Learn about your responsibilities as the spouse/companion of a district governor.
3. Be provided with tools and resources ranging from International Headquarters contact information and instructions on accessing the LCI website, to information about the power of a positive attitude, time management, and accepting and managing change.

Use this guide as a learning tool and a reference manual over the next several months. Remember that your fulfillment of this role will contribute to the success of your district governor.
Motto, Vision and Mission Statement

In 1917, a Chicago businessman named Melvin Jones had a vision of an organization that could provide service to those in need. Today, Lions Clubs International is the largest service organization in the world with approximately 1.4 million members in over 48,000 clubs.

Vision Statement

To be the global leader in community and humanitarian service.

Mission Statement

To empower Lions clubs, volunteers, and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian services and grants that impact lives globally, and encourage peace and international understanding.
Lions Clubs International Purposes and Code of Ethics

**Purposes**

- **To Organize**, charter and supervise service clubs to be known as Lions clubs.
- **To Coordinate** the activities and standardize the administration of Lions clubs.
- **To Create** and foster a spirit of understanding among the peoples of the world.
- **To Promote** the principles of good government and good citizenship.
- **To Take** an active interest in the civic, cultural, social and moral welfare of the community.
- **To Unite** the clubs in the bonds of friendship, good fellowship and mutual understanding.
- **To Provide** a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- **To Encourage** service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

**Code of Ethics**

- **To Show** my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- **To Seek** success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- **To Remember** that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- **Whenever** a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- **To Hold** friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- **Always** to bear in mind my obligations as a citizen to my nation, my state, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.
- **To Aid** others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- **To Be Careful** with my criticism and liberal with my praise; to build up and not destroy.
Lions Clubs International History

2017: Lions celebrate their 100th anniversary and first century of service!
2017: Lions Clubs International establishes its Five Global Causes

2018:
- LCIF celebrates its 50th anniversary!
- Lions Clubs International elects the first female international president – Gudrun Yngvadottir
- Campaign 100 is launched at the 101st Lions Clubs International Convention aiming to raise US$300 million for LCIF

2020: SightFirst celebrates 30 years of funding efforts to fight the major causes of preventable and reversible blindness.

2005: LCIF launches Campaign SightFirst II to continue raising money for global vision initiatives.

1987: Women are granted membership as Lions.

1989: Inaugural year of the Peace Poster.

1987: ‘We Serve’ is established as the motto for Lion Clubs International.

1954: Helen Keller asks Lions to be “knights of the blind in the crusade against darkness”, establishing LCI’s commitment to providing sight/vision services for people worldwide.

1920: The Association of Lions Clubs becomes an international organization with the chartering of the first club in Canada.

1917: The Association of Lions Clubs is founded by Chicago businessman, Melvin Jones.
The Lions Clubs International Headquarters building, located in Oak Brook, Illinois, USA, is home to over 300 employees. International Headquarters is an important resource for all Lions. While your communications with some divisions and departments may be more frequent than with others, each of the divisions and departments at International Headquarters is ready to offer you assistance and advice, whenever needed.

*The office is open to Lions and the general public from 8 a.m. to 4:30 p.m., Central Standard Time, Monday through Friday.*
International Headquarters Contact Information
As of March 2022

For General Inquiries:
Member Service Center
630-203-3830
Email: MemberServiceCenter@lionsclubs.org

For Specific Inquiries:
Club Supplies and Distribution
Email: clubsupplies@lionsclubs.org

Inquiries and Orders for Club Supplies
orderdetails@lionsclubs.org

For items not offered (special sales) through the Official Club Supplies Catalog
ecommerce@lionsclubs.org

Communications
Email: communications@lionsclubs.org

Convention
Email: convention@lionsclubs.org

Digital Marketing & Marketing
Email: marketing@lionsclubs.org

District and Club Administration
Email: districtadministration@lionsclubs.org

Finance
Email: finance@lionsclubs.org
For Specific Inquiries (continued):

**Information Technology**
Email: informationtechnology@lionsclubs.org

MyLCI
mylci@lionsclubs.org

MyLion Support
mylionsupport@lionsclubs.org

**Leadership Development**
Email: leadershipdevelopment@lionsclubs.org

**Legal**
Email: legal@lionsclubs.org

**Lions Clubs International Foundation**
Email: lcif@lionsclubs.org

**Membership Development**
Email: membershipdev@lionsclubs.org

**Service Activities**
Email: serviceactivities@lionsclubs.org
Every journey begins with a single step. One act of service, one encouraging word, one gift of generosity is often all it takes to bring hope where it is needed most.

Over the last 100 years, the kindness of Lions and Leos has multiplied across borders, oceans and continents. With over 1.4 million members, we now have an opportunity to truly change our world.

That’s why we’re uniting our global service around five areas of need. These Global Causes present significant challenges to humanity, and we believe it’s our turn to meet them.

<table>
<thead>
<tr>
<th>Diabetes</th>
<th>We serve to reduce the prevalence of diabetes and improve quality of life for those diagnosed. Our strategic objective is to reduce the prevalence of diabetes and improve quality of life for those diagnosed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td>We serve to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired. Our strategic objective is to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired.</td>
</tr>
<tr>
<td>Hunger</td>
<td>We serve to ensure all community members have access to nutritious foods. Our strategic objective is to ensure all community members have access to nutritious foods.</td>
</tr>
<tr>
<td>Environment</td>
<td>We serve to sustainably protect and restore our environment to improve the well-being of all communities. Our strategic objective is to sustainably protect and restore our environment to improve the well-being of all communities.</td>
</tr>
<tr>
<td>Childhood Cancer</td>
<td>We serve to help those affected by childhood cancer survive and thrive. Our strategic objective is to help those affected by childhood cancer survive and thrive.</td>
</tr>
</tbody>
</table>
Constitutional Areas

Please note: As of this printing, the constitutional areas are listed below. Please refer to the Board Policy Manual for any constitutional area changes.

Lions Clubs International is divided into eight constitutional areas. These areas are:

**Constitutional Area I:**
- United States and its Affiliates
- Bermuda
- The Bahamas

**Constitutional Area II:**
- Canada

**Constitutional Area III:**
- South America
- Central America
- Mexico
- Islands of the Caribbean Sea

**Constitutional Area IV:**
- Europe
Constitutional Area V:
The Orient
Southeast Asia

Constitutional Area VI:
India
South Asia
The Middle East

Constitutional Area VII:
Australia
New Zealand
Papua New Guinea
Indonesia
Islands of the South Pacific Ocean

Constitutional Area VIII:
Africa

*For a detailed listing of the countries and geographic areas included in each constitutional area, refer to Chapter X of the Lions Clubs International Board Policy Manual, located on the LCI website.
The District Governor Year

The term of the district governor is one that requires time, patience, organization, leadership, and endurance. The same may also be said for the year of the spouse/companion of a district governor. Being informed about the level of commitment that is required of you and your governor will help you both be successful. Working together, you will meet wonderful people, develop friendships, travel to new places, have fun, and most importantly, make a difference.

The Responsibilities of the Spouse/Companion of a District Governor

As the spouse/companion of a district governor, you will have various responsibilities to fulfill as you support your partner throughout his/her term, including:

- **Fulfilling your role as a “partner in service”**
  While you may or may not be a Lion, you are now the spouse/companion of a district governor. As his/her ‘partner in service’, it is important for you to serve in the name and spirit of Lionism beside your district governor.

  Duties of a ‘partner in service’ may include: hosting a program or luncheon for spouses/companions at district/multiple district events, acting as the master of ceremonies, making introductions, giving the invocation, etc. You should also be aware that if you are a guest at a special event/function, your hosts may seat you at the head table.

- **Assisting your district governor in managing the commitment of time and energy to this important position**
  The schedule of the district governor is a very demanding one. Be sure to communicate with your district governor about upcoming events and meetings. Finally, remember to schedule time for personal commitments as well (family, work, vacations, etc.). *For more information about effective time management, refer to page 25 in this guide.*

REMEMBER:

- Always wear your name badge (right side) at official functions
- Be punctual at the events you attend
- Be attentive when sitting at the head table
- If you are presented with a gift, be prepared to thank the group. Be prepared to send thank you notes after receiving gifts or after club visits.
- Use your resources, including: the district governor cabinet, the multiple district council, the council chairperson of your multiple district, past district governor spouses/companions, and Lions Clubs International Headquarters in Oak Brook, Illinois, USA
### Lions Clubs International Badge List

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International President</strong></td>
<td>• 2 blue diagonal stripes&lt;br&gt;• Upper left hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>Immediate Past International President</strong></td>
<td>• 2 blue diagonal stripes&lt;br&gt;• Lower right hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>Past International President</strong></td>
<td>• 1 blue diagonal stripe&lt;br&gt;• Upper left hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>First Vice President</strong></td>
<td>• 1 blue diagonal stripe&lt;br&gt;• Lower right hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>Second Vice President</strong></td>
<td>• 1 gold diagonal stripe&lt;br&gt;• Upper right hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>International Director</strong></td>
<td>• 1 gold diagonal stripe&lt;br&gt;• Upper right hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>Past International Director</strong></td>
<td>• 1 gold diagonal stripe&lt;br&gt;• Lower right hand corner&lt;br&gt;• Metallic gold border&lt;br&gt;• 3”W X 2”H&lt;br&gt;• 76mm X 51mm</td>
</tr>
<tr>
<td><strong>LCIF Trustee</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Past LCIF Trustee</strong></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Metallic gold border</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Convention Committee Member</td>
<td></td>
</tr>
<tr>
<td>District Governor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Past District Governor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice District Governor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Secretary (Current and Past)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Treasurer (Current and Past)</td>
<td></td>
</tr>
<tr>
<td>Cabinet Secretary-Treasurer (Current and Past)</td>
<td></td>
</tr>
<tr>
<td>Region Chairperson (Current and Past)</td>
<td></td>
</tr>
<tr>
<td>Zone Chairperson (Current and Past)</td>
<td></td>
</tr>
</tbody>
</table>
The name badges provided by the association shall have the Lions emblem, white background, black lettering, and yellow (officer), green (adult companion) or blue (staff) trimming line. International president’s and adult companion’s badges may differ in color. The word “spouse,” “wife,” “husband,” “son,” “daughter,” “partner,” or “partner in service,” or another appropriate term may be substituted for “adult companion.”

Badges should be worn on the right so that as you extend a hand in greeting, the gaze of the person you are greeting can easily follow your extended arm back to the name tag.
Guidelines for Attire

During your district governor’s term, you will find that various occasions warrant different types of clothing.

The table below provides suggested attire based on the type of event you and/or your district governor will be attending; however, it is always a good idea to also ask your host/hostess regarding appropriate attire for specific events.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>WOMEN</th>
<th>MEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formal</strong></td>
<td>Long or short cocktail dress or national dress</td>
<td>Black or white dinner jacket</td>
</tr>
<tr>
<td><strong>Informal</strong></td>
<td>Dress, suit or separates that you might wear to church, the theater, nice restaurant</td>
<td>Business suit</td>
</tr>
<tr>
<td><strong>Multiple District/District Event</strong></td>
<td>As detailed by your multiple district or district</td>
<td></td>
</tr>
<tr>
<td><strong>Casual</strong></td>
<td>Pants, skirt, or dress that you might wear shopping or touring. Shorts and jeans are not usually worn. *</td>
<td>Pants and sport or polo shirt; sweater or sport coat optional. Ties not necessary. *</td>
</tr>
</tbody>
</table>

*The definition of ‘casual’ varies among cultures and is sometimes dictated by the event that one will be attending. Consider these factors and use your best judgment when choosing your attire.*
Official Protocol (As of October 2021)

The following is the official protocol policy of The International Association of Lions Clubs. It is found in Chapter XIX (Public Relations) of the Board Policy Manual. Only the principal speaker is required to acknowledge all dignitaries present.

Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee)* (LeoLion Board Liaison)** (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past LCIF Trustees and Past Board Appointees
9. GAT/LCIF Constitutional Area Leader (a)
10. LCIF Vice Constitutional Area Leader; GAT Regional Area Leader
11. LCIF Area Leaders, FWC/ GAT Area Leaders Japan Vice Constitutional Area Leaders (a)
12. Chairperson, Council of Governors (a)
13. District Governors
14. International Administrative Officers
15. Multiple District FWC/GLT/GMT/GST and LCIF Coordinators
16. Immediate Past District Governor (a)
17. Vice District Governors (according to rank)
18. Multiple District Committee Chairpersons (a)
19. Past Council Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT/GST and LCIF Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairperson (a)
29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)
34. Multiple District Secretary (staff) (a)
35. Multiple District Treasurer (staff) (a)
36. District Administrative Secretary (staff) (a)

* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

** Should the Leo-Lion Liaison program be discontinued at any point, this position will be removed from protocol.

**Explanation of notes used above:**

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

(b) When more than one is present, the one who served most recently is given precedence, and so on.

(c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

**General Comments:** When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

**Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson (see next page).
Head Table Seating
The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

Figure 1

(Audience)

| 7 | 5 | 3 | 1 | 2 | 4 | 6 |

As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

Figure 2

(Audience)

| S | 7 | S | 5 | S | 3 | S | 1 | Podium | 2 | S | 4 | S | 6 | S | 8 | S |

Figure 2: When spouses (S) are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

Master of Ceremonies and Meeting Secretaries
At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

Multi-Head Tables
If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.
Head Table Introductions
Introduction of the head table should begin with the meeting chairperson or presiding officer then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

National Anthems
When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.
District Hosting Responsibilities

You and your district governor will serve as the hosts for all district functions. Though these functions will vary in their size and occasion, it is important to understand general district hosting responsibilities. These responsibilities vary by district – you are encouraged to speak with your predecessors to confirm the hosting practices in your district.

Introductions
You may be called on to make introductions of spouses/companions of visiting dignitaries. Be sure to obtain their names with correct pronunciation and titles.

Cabinet Meetings
Cabinet meetings are one of the functions in which you may play an important role. As the governor’s spouse/companion, it is your responsibility to welcome all cabinet spouses/companions and see that they become acquainted with each other. Cabinet meetings vary greatly from district to district, so it is best to refer to the spouse/companion of a past district governor to determine your responsibilities.

District Meetings
If spouses/companions are included in the preparations of your district meetings, you should play a role in the planning process. Be proactive and incorporate spouses/companions in these events. It will encourage them to learn more about Lions and the communities they serve, and may even result in increased spouse/companion participation in the growth of Lionism throughout the district.

REMEMBER:

☑ Keep in close communication with the chairperson of major events so that you and your governor are informed of changes and/or updates to event itineraries

☑ At social events where spouses/companions are present, it is a nice gesture to have nametags available for spouses/companions who do not have one

☑ If appropriate, suggest/plan an activity for the spouses/companions

☑ If you are hosting visiting dignitaries or other guests and you and your governor cannot escort them, appoint another Lion to act as their escort
Hosting International Guests

In addition to your district hosting responsibilities, you and your district governor may be called upon to host international guests. Each district is entitled to a visitation by one international officer or director as a keynote speaker during that district governor’s term, so it is important to consider how you will prepare for this visit.

The primary hosting responsibilities fall to you and your district governor, but be sure to involve other Lions from your district to ensure a successful visit. Invite the international family of your multiple district (if applicable) and other Lions leaders in your area to socialize with and entertain the international guests.

While there are general guidelines for hosting international guests, many cultures have specific customs to convey hospitality to their visitors. If you are unsure of how to prepare for an international visitor, ask the past district governor in your district and/or his/her spouse/companion how they have historically welcomed guests to your district.

REMEMBER:

☑ Prior to the visit, the guest should be given information about the meeting/event including an agenda, the dress code for the event, and background information about the district. If your guest is expected to speak at the meeting or event, he/she should be provided with details such as topic suggestions and time limit.

☑ When the guest arrives, plan to meet him/her at the arrival location with your district governor, whether it is an airport, train station, or hotel. Confirm event details with the guest and allow him/her time to settle in. Consider planning a tour of your area or special event to enhance your guest’s visit.

☑ If you plan to give a gift to your guest, such as a donation to LCIF in his/her name, the meeting or event would be an appropriate occasion during which to present it.

☑ Following the visit, be sure to send a note expressing your and the district governor’s gratitude in a timely manner.

☑ Remember to treat your guest as you would treat a family member or close friend. Extend every courtesy possible to make your guest’s visit an enjoyable experience.
Accessing the Lions Clubs International Website

The Lions Clubs International website contains many pages of information, tools, and resources to assist you. Follow the directions below to access the LCI website:

1. Open your computer’s Internet browsing application, such as the Microsoft Windows Internet Explorer, Google Chrome, or the Apple Safari applications. Type the web page address http://www.lionsclubs.org into the web address bar at the top of the screen.

2. Once the web page address is typed into the address bar, press the Enter or Return key on the computer’s keyboard. The Internet browser will bring you to the Lions Clubs International website homepage.

   (This is an image of the website homepage)

3. The LCI homepage has two groups of navigational links, change language functionality and a search function.
Groups of Links

The links below allow you to quickly navigate the LCI homepage. The links on the left are Discover Our Story, Explore Our Impact, Start Your Service, Support Your Foundation, Resources for Members and LCIcon. These are good links to use if you are searching for general information.

The links on the right, in addition to the Join and Donate buttons are helpful if you are looking for information on specific topics.

Select a Language

At the end of the links on the right is a link labeled EN. Click on the triangle next to EN to select the language that you want to use when viewing the website.

Search

To find the search function, click on the search icon located in the top right corner of the web page.

When you click on the search icon, the search field will appear.
**Time Management**

As the spouse/companion of a district governor, there will be many demands on your time. This section below will provide you with common obstacles to effective time management, and strategies for overcoming them.

**Obstacles to Effective Time Management**

Before you can begin to efficiently manage your time, you must first identify the obstacles that could slow you down? How many of these obstacles in the list below apply to you?

- Unclear objectives and priorities
- Personal disorganization
- Lack of planning
- Distractions and interruptions (telephone calls, personal visitors/guests, email)
- Inability to say "No"
- Procrastination and the inability to make a decision
- Personal commitments (family)
- Professional obligations (work)
- Being involved in too many commitments at the same time
- Stress and fatigue

**Strategies to Manage Your Time**

Now that you have identified the time management obstacles in your life, you can begin to overcome them. Here are some strategies for overcoming these obstacles:

1. **Set Objectives:** Make sure your goals and objectives are specific, measurable, achievable, realistic, and time-based.
2. **Prioritize:** Determine which of your tasks you can do yourself, delegate to someone else, or delay until another time.
3. **Create timelines:** Address the tasks that have short-term consequences, and attach deadlines to tasks that have more long-term implications.
4. **Find tools that will help you stay organized:** Use a planner, calendar, notebook, or software program to keep track of your tasks and appointments. There are many resources on the internet that can help with time management as well.
5. **Learn when to say ‘NO’:** Realize that you cannot do everything, and avoid agreeing to do things you do not have time to complete.
6. **Celebrate success:** Take time to enjoy the feeling of having achieved your objectives. Think of ways to reward yourself when you complete a task or finish a project.
Accepting and Managing Change

Your district governor’s upcoming term is likely to bring many changes. Some changes may be easy to accept, while others may be more difficult.

People often resist change, despite its potential benefits. They get comfortable performing tasks and processes in a particular manner and change can disrupt that routine. People generally resist change because:

- They fear the unknown or unexpected
- They dislike the disruption in their life
- They are afraid of not being able to learn or adapt to the change
- They feel they are losing control

According to Daryl Connor, author of *Managing at the Speed of Change*, there are six stages that accompany change:

1. **Fear**: I’m not sure what will happen.
2. **Denial**: Change isn’t necessary/I don’t think this change is actually happening.
3. **Anger**: I’m angry that I have to change/I am angry at others for asking me to change.
4. **Rationalization**: I think the change is a good idea, is necessary, or solves a problem.
5. **Acceptance**: Change is going to happen, and it may bring some opportunities with it.
6. **Growth**: I have a plan and I am excited about it.

Helping Others to Accept and Manage Change

During times of change, it is important to lead people from *change avoidance* to *change acceptance*. Below are some ways to help with this transition:

- Discuss the benefits that the change will provide to those involved and to the organization.
- Identify the reason for change and discuss how those involved will be part of the solution.
- Give people a vision of the results of change, provide explanations, and solicit input.
- Involve stakeholders in implementation so they take ownership and support the change.