



THE REPORTING COVER

Presidents Message:

I hope everyone had a great Christmas and a wonderful New Year. The next meeting is just around the corner and it would be great to see everyone's smiling faces. Especially those that missed our Christmas party which was a big success.

Remember to tell your friends about us and that the dues are half the cost on January 1st. Invite your friends and prospective member to our next meeting.

Mark your calendar for the Continuing Ed program January 24th and our Birthday in February. I am thrilled to announce that Joi Wilson our National President and our State Director, Beverly Morris will be at our birthday meeting. Regional Conference is scheduled for March 1 to 4 in Norman, OK and National will be in Dallas June 6 to the 10th. Please, let me know if you plan to attend either one.

The Petticoat Rodeo to benefit the Sea Scouts is March 25th, details will follow.

Terry Webb, CPIW

Facebook for Dummies—Sharing Yourself with Family, Friends and the World



When you create a Profile on Facebook, you aren't just sharing yourself. You also reflect how you see yourself. Keep in mind these two pieces that people see: You are giving folks a window into you and what do you want them to see?

Think about how you represent yourself to your parents, siblings, or kids. That person may be completely different from whom you represent to your coworkers, which is maybe even different from how you represent yourself to your boss.

After building your Profile, you have two ways to choose what you're representing and to whom. As you build your Profile, remember that all the information it contains can be controlled, almost line by line, and certainly post by post. You can choose who can see each post you make, as well as what people you don't know can see.

Know you options

Generally, you see the following options in any drop-down menu about privacy. On your Profile, you should remember that you can access this menu any time you create a post in the Publisher, allowing you to control visibility to that individual post:



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Facebook for Dummies—Sharing Yourself with Family, Friends and the World

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- **Everyone:** This means that anyone on Facebook can see this information when they get to your
- **Profile.** Through applications or search, this information may be made available outside of Facebook.
- **Friends of Friends:** Only people with whom your friends are friends can see that post or piece of information. Although this might seem like a pseudo-safe setting for sensitive information, remember that a lot of people on Facebook are friends with people they barely know.



- **Network Privacy:** This option appears only if you have joined a network. This enables people in your networks who are not yet your friends to see a specific post or piece of information.
- **Friends:** Only your friends can see that post or piece of information.
- **Custom:** Custom settings allow you complete freedom in what people can see. You can allow certain lists of people to see something, and exclude others.

Things My Momma Taught Me

Here is the response from our membership to the above question. Keep them coming and we will publish more in later issues.

My mother taught me to make the best pickles in the whole world, and also to love one another—Norma

One of the things my Mother taught was always be dressed neatly (starched & ironed) - Frances

There are 2 things my mother taught me were: 1) always wear clean underwear as you never know when you'd be in an accident. 2) you can tell men a lot of things but you can't tell 'em much—Jane

To have faith in God and patience.—Melba

My Momma taught me to fold fitted sheets so it looks like it came out of the package— Terry

My mother had LOTS of great advice, just not always fit for print (she was ex-army and talked like a sailor).....not sure you can use them, but I'm happy to share them (as they were guiding principles in my work life)..... Don't get your meat and bread in the same store and Don't be someone you b***h about.— Renee



10 Ways to Have a Better Day Today

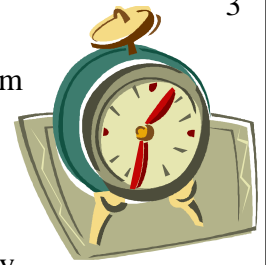
by Geno Stampora

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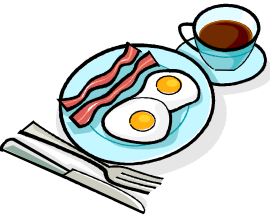
I'm out of bed and I made it to the keyboard. What more do you want?



1. **Wake up 30 Minutes Early.** Get up 30 minutes before the alarm goes off and take the first half hour for yourself. Once you get busy and into the day there never seems to be the time for yourself. Take this time to plan getting the most from the day.



2. **Read, Listen, or Watch Something Uplifting.** Make this a daily habit. Get out of starting the day with no mental food. A great day does not begin with the news or the paper, it begins with ideas or energy that will propel you through the day. What you first hear will stay with you throughout the day.



3. **Eat a Good Breakfast to Start You Off Right.** Get something good into your body to wake it up and get it going. Think about the energy you will need to perform. Every day we run a marathon. What would you need to eat and drink to win it.

4. **Choose Your Winning Attitude.** There is enough to go wrong without sabotaging yourself. Your attitude is a choice you make. Don't let it come between you and your success. Be careful to keep it positive all day long.

5. **Be Aware of What They are Telling You.** The people around us have a profound effect on how we get through life. Our closest friends and family are our greatest environmental influences. Make sure you have the best advisors you can find.



6. **Make the Most of What You Do.** When you get to your work, make it the best place to be. Most people go to work and never think about work while they are there. Focus on your contribution. What would it be like if you were not around. Strive to give a 100% each and every day.

7. **Always Remember that People are Listening.** Make a point of talking well of others. Wish others the best in life. What goes around does come around. Don't talk negative about anyone. Try to understand their circumstances Practice being a support system to your friends and family. They need you.



8. **Be Honest and Fair to Others.** It does make a difference. What you give to others is usually what you get from others. Practice integrity that people can see and feel. Be aware of what you say. Learn to walk your talk at all times. The more people trust you, the more of their time they will trust with you.



9. **Pace Your Energy to Last All Day.** Be careful of bursts of energy. Pace your energy throughout the day. If you get to crazy early in the day, you will reach a point of exhaustion before the day is over. By planning your entire day before you begin, you will have what you need. You've heard the old saying "look alive."

10. **Get in Bed Early and Study for the Future.** I have a friend who keeps a journal at his bedside. Every night he writes what he learned new on that day. The only way to keep one step above the masses is to learn new ways to do things. Develop the habit of reading a work or personal development book before you go to sleep. Reading for 30 a day is like a year of college. You can't succeed if you don't read. Remember throughout your life is what we make it, day by day. Practice having the best day ever. It adds up to a great life.



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The Houston NAIW, Inc. 2011 to 2012 officers:

President— Terry Webb, CPIW
 President Elect—Membership—Judy Koudelka, CISR
 Vice President—Education—Mary Browder
 Secretary—Jane Bock
 Director 1—Immediate Past President—Joanne Pearson, CIC, CPIW, ACSR
 Director 2—Treasurer—Margaret Parker
 Director 3—Public Relations—Norma George, CPIW
 Director 4—Finance—Carolyn Tennison
 Director 5—Program—Sharon Klien, ACSR

Home Inventory

David Surles, Contributing Author of IIAT

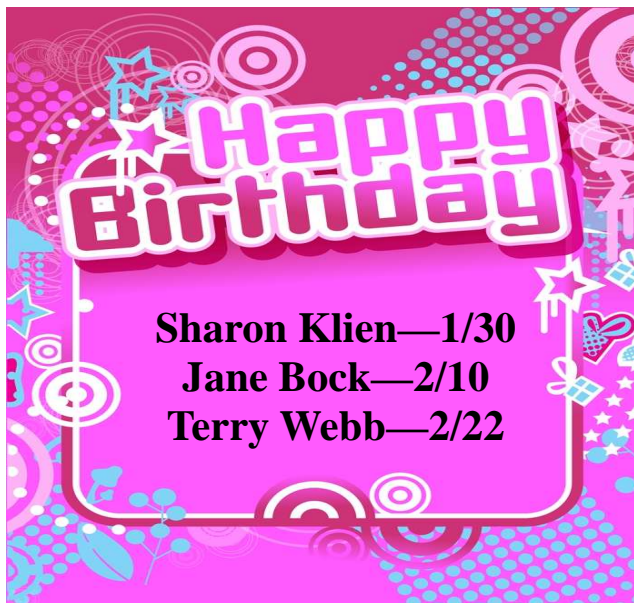
When customers suffer a major loss from fire or natural disaster, one of the most difficult parts of the recovery process is trying to remember everything they owned in order to make a claim for loss of personal property. If you know someone who lost a home in a wildfire last year, you and they know the issue first hand.



There has never been a better time to recommend making a pre-loss inventory of personal property, thanks to a free tool offered by the Insurance Information Institute (III). The Institute is offering free downloads of home inventory software.

An electronic home inventory offers many advantages over a paper version. Digital photos or even narrated videos can be stored with inventory lists. Receipts for major purchases can be scanned and saved. The software permits multiple copies to be burned onto CDs and stored away from the insured property. IIAT's technical staff tested the software and found it to be very simple to use.

Try it yourself and recommend it to your customers. Go to www.knowyourstuff.org.



Calendar 2011/2012

January 24—Meeting- CE Program
 February 4th— Coushatta Trip
 February 28—Birthday Month
 March 1-3—Region VI Conference, Norman,OK
 March 25—Petticoat Rodeo
 March 27—CE Program
 April 24—Election of Officers
 May 22—Industry Appreciation Dinner
 June 6-9—National Convention, Dallas, TX
 June 26—HNAIW Installation of Officers
 July—Joint Board