All I want for the holidays is peace on Earth and good will toward men, and women. I'm really not sure why that's such a tall order. Here is a top 10 wish list for 2014:

Judy Stouffer

2013-12-23 12:00:00 AM

* Take a break from technology. There's no doubt about it "email and texting are here to stay. But, the written word may often be misinterpreted by the recipient, perhaps because written exchanges through the marvels of modern technology are typed and sent quickly and certainly because there is no verbal inflection of tone. Let's not even start with missing punctuation and unchecked autocorrect, which offenses no paralegal should commit. (Although, if laughter is the best medicine, one good thing to come out of the age of technology is damnyouautocorrect.com). Be a dinosaur and try making a phone call "nothing can replace hearing another person ROFL. I am reminded of a managing partner's comment to me years ago when he said he wished someone would call just to say hello and not whenever they want something.

* Some would argue that this should be higher on the list, but please, please, please put your cellphone down and just drive your car. There are enough idiots on the road to cause distractions "we don't need cellphone use added to the mix. Pennsylvania has banned texting while driving since March 2012, behind the majority of our neighboring states with full cellphone use bans while driving (http://goo.gl/UtOxb). As with drinking and driving, do you really want to be liable for the injury or death of another due to your irresponsibility?

* Sidewalk and doorway protocols should be taught in kindergarten. Have you ever felt like you're the only person walking in the opposite direction while invisible to the throngs of people walking toward you? How about entering and exiting buildings "do you find people coming at you from both doors, leaving you no option to enter or exit? At least in this country, we drive on the right, escalators are to the right and most door entries and exits, when labeled, are to the right. If everyone walked and entered-exited on one side, I predict that people would be much less grumpy. And, please be conscious of blocking door and sidewalk access; there's nothing worse than those people who are oblivious to how much personal space they are using and not having the courtesy to step off to the side.

* Paralegals need to do their job without relying on others to do it for them. And, if you've done your job, ask another if he or she needs help. Or, if you can't do your job, provide adequate notice and, if in a volunteer position, help to find a replacement. There's nothing more irritating than seeing someone paid to do a job or carrying a title where they are clearly underperforming, underqualified
and getting under the rest of the team's skin.

* Paralegals should always give credit where credit is due. Don't ever make the mistake of taking credit for the idea or work of another, especially a secretary, receptionist, file clerk, etc. There is no I in team. Don't forget to say please and thank you.

* Everyone should act responsibly at all times, but especially at the holiday party and any social gathering. We spend most waking and many social hours together. There is no excuse for becoming inebriated and/or making another uncomfortable with words or actions.

* Forgive and move on. Everyone makes mistakes; it's human nature. Genuinely try to see the other person's point of view. Fighting and prolonged anger aren't good for anyone or any team or organization. I am reminded of the adages: Communication is a two-way street and, Do unto others as you would have them do unto you.

* Be honest. Lies will inevitably catch up with you. Your reputation is just that: yours. Self-respect and respect for others is integral. It has been said: Our character is what we do when we think no one is looking.

* Paralegals should never stop learning, whether it's something new or from a mistake. Those who refuse to change will be left behind.

* Paralegals should pay it forward. None of us got to where we are without the help of another. It's everyone's duty to help those trying to advance or those less fortunate.

Many people find renewed energy and hope during the holiday season and at the prospect of a fresh start in the new year. Many thanks to Holiday Ed "aka Ed Miller, assistant dean of paralegal studies at Peirce College" for getting me out of bah, humbug mode and inspiring this article. If these 10 behaviors are commonly practiced by everyone, I am certain we will have a much better shot at a more peaceful 2014, or at least a lot less frustration.

Judy Stouffer is the law firm administrator and senior paralegal at Berner Klaw & Watson. She is the 2013 president of The Philadelphia Association of Paralegals, celebrating its 40th year.

Copyright 2013. ALM Media Properties, LLC.

Audience provided by Nielsen/NetRatings

_Highlights: Peirce College_
ITWorks PA Fall 2013 Graduation at Peirce College | NBC Philadelphia Events - Philadelphia Entertainment Guide | NBC 10 Philadelphia

Find what you want to do, when you want to do it.

PHILADELPHIA ENTERTAINMENT GUIDE
FIND PHILADELPHIA AREA EVENTS, CONCERTS, AND MORE.

ITWorks PA Fall 2013 Graduation

Dec 19 - Dec 20, 2013
Thu 10:30 AM - Fri 12:00 PM

Peirce College
1420 Pine St.
Philadelphia, PA 19102
Map

FIND TICKETS

PERFORMERS: no performers listed

SHARE:  

Find what you want to do, when you want to do it.

PHOTOS & VIDEO

ABOUT US

Find what you want to do, when you want to do it.

THE SCENE

FIND PHILADELPHIA AREA EVENTS, CONCERTS, AND MORE.

More Info

Event Details

ITWorks Fall 2013 Graduation
Thursday, December 19, 2013 at 10:30am
(Doors open at 10:00am)

Peirce College
Rooms 51 & 52
1420 Pine Street
Philadelphia, PA 19102
<table>
<thead>
<tr>
<th>EVENTS</th>
<th>NEWS</th>
<th>ENTERTAINMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITWorks PA Fall 2013 Graduation at Peirce College</td>
<td>Pets Do Make Good Gifts: Study</td>
<td>Lindsay Lohan Fielding 7-Figure Offers for Memoir</td>
</tr>
<tr>
<td></td>
<td>2 Winners for $636M Mega Millions Jackpot</td>
<td>&quot;The Voice&quot; Crowns Its Season 5 Winner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013: A British Re-Invasion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st Look Loves: Shobha</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Philly Orchestra, Opera to Unveil 'Salome' in 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st Look Loves: Shobha</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Your December #PhillyGram</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Save on Your Halloween Costume: Here's How</td>
</tr>
</tbody>
</table>

**Please RSVP by December 13, 2013**

Parking:
Please use the Parking Locator to find parking lots and garages close to Peirce College.

**COST**
0.00 false ITWorks Graduation - RSVP 0.00

**LINKS**
Buy tickets at EventBrite.com

**Philly Orchestra, Opera to Unveil 'Salome' in 2014**
The Philadelphia Orchestra and Opera Philadelphia have unveiled their first collaboration on a new production of Richard Strauss' lusty one-act opera "Salome."

**Best Super Bowl Deals**
These restaurants are serving up a wide variety of food and drink specials for Super Bowl XLVII.

**Philly Marathon Winners**
Thousands of runners and countless spectators descended on the city this weekend for the 20th Annual Philadelphia Marathon.

**Bacon Festival Coming**
Beer festivals are already hot properties right now. But now a festival will add bacon to the mix.

**Save on Your Halloween Costume: Here's How**
People are cutting back on Halloween costume spending this year, but there are ways to get around shelling out big bucks for one night. Here's one place were you can get costumes on the cheap.

See more The Scene
ITWorks PA Fall 2013 Graduation at Peirce College | NBC Philadelphia Events - Philadelphia Entertainment Guide | NBC 10 Philadelphia

12/18/2013

http://events.nbcphiladelphia.com/philadelphia_pa/events/itworks-pa-fall-2013-graduation-/E0-001-064119503-8