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## TTE Newsletter

October 2008

### Soaking It In

#### Quotes To Ponder On Life and Leadership

"Problems are only opportunities in work clothes." Henry J. Kaiser

"The more I want to get something done, the less I call it work." Richard Bach

"Inventories can be managed, but people must be led." H. Ross Perot

"The key to successful leadership today is influence, not authority." Kenneth Blanchard

"Leadership is the art of getting someone else to do something you want done because he wants to do it." Dwight Eisenhower

"I start with the premise that the function of leadership is to produce more leaders, not more followers." Ralph Nader

"Leaders aren't born they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal." Vince Lombardi

"A leader is a dealer in hope." Napoleon Bonaparte

"Management is doing things right; leadership is doing the right things." Peter Drucker

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it." Theodore Roosevelt

"There's nothing more demoralizing than a leader who can't clearly articulate why we're doing what we're doing." James Kouzes and Barry Posner

"Effective leadership is putting first things first. Effective management is discipline, carrying it out." Stephen Covey



"Delegating work works, provided the one delegating works, too." Robert Half

"The greatest mistake you can make in life is to be continually fearing you will make one." Elbert Hubbard

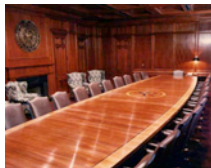
"The art of being wise is the art of knowing what to overlook." William James

"A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go but ought to be." Rosalynn Carter

"I cannot give you the formula for success, but I can give you the formula for failure -- which is: Try to please everybody." Herbert B. Swope

## Vistage Retreat

### Meeting, Learning, and Relaxing



TTE CEO Terry Thompson attended her [Vistage](#) group's annual retreat this month in Galena, Illinois. The retreat was held at the [Eagle Ridge Resort](#). Discussions focused on managing your business in today's economy, as well as marketing approaches and tools.

Some of the key ideas for managing your business in today's economy were to continue working on bringing in new clients, as well as to take care of current clients, and to keep cash reserves available, accessible, and in your accounts as much as possible.

The group got to know one another on a more personal level as members gave short presentations on their personal stories and backgrounds. Retreat participants were also able to take advantage of the relaxation opportunities at the resort and in [Galena](#) during "free-time" on Saturday afternoon.

## More Than Transcription

### Renewed Contract Highlights Additional Services TTE Offers



A major teleconferencing company's renewed contract with TTE includes translation, English and foreign language transcription, and editorial services. TTE's editorial services included in the contract are document summaries and abstracts.

## What Others Are Saying

### Client Testimonials

"Working with your company has been flawless; everyone has been easy to work with and very responsive."

Sarah Cullen  
JohnstonWells Public Relations

"I used TTE to transcribe audio of a meeting from Europe with 10 participants. I found the quality of the transcript to be impeccable, and was very impressed by the turnaround time. In addition, TTE went above and beyond their service by offering to give me advice on how to increase the quality of future recordings, which I will definitely take them up on."

Jaya Sinha  
Draft FCB Healthcare

## Product Spotlight



Your most creative ideas come when you're not behind your desk or after staff has left for the day. Important business details come to mind when you're stuck in traffic or waiting in airports. IdeaScribe, your personal virtual secretary, is there when you need it. Accessible 24/7, IdeaScribe is convenient and easy to use. After dialing into TTE's automated conference line, you dictate your ideas, goals, plans, visions, and instructions for company memos, reports, letters, or files. IdeaScribe does the rest, delivering the completed transcript via e-mail to your requested recipients.

Ideal for anyone who wants to record important information before it becomes a fleeting thought, you can be confident that IdeaScribe will get your information where it needs to go when it needs to get there.

To start using IdeaScribe, call TTE today at 847-592-6211.

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