



The Amarillo Chapter Newsletter



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June 2006

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It's Time to Control Your Own Career

Your career path stretches out before you. It's something you look forward to planning out, building ... *and organizing*.

So, why are you letting so many other people—starting with your boss—dictate that career path? Why are you taking so many marching orders from so many people? Starting this month, set yourself firmly in charge of your career path by limiting the influence others have on it. Use these four “don'ts” to stake your claim:

1. **Don't sit back while other people shape your job.** Take on the responsibility of plotting your own career path. Set your own goals. And be specific. Don't say, “I'd like to have more responsibility.” Instead, say, “I'd like to be a team leader in two years.” or “I'd like to be project manager on one project by the end of this year.” Identify what you'd like to work on well ahead of time. Then, express your interest to the boss.
2. **Don't settle for working within your job description.** Help other people on key projects. *Example:* If you see a colleague struggling with something, say, “I noticed that you're having a tough time with that. Would you like my help with it?” Before you take on anything new, make sure that you're doing your assigned job well. Look for initiatives that relate to the organization's core mission. Those are the ones that will help your career the most.
3. **Don't wait for work to “settle down” before acting.** List three new challenges that you'll pursue within the next few weeks. Nothing too ambitious; just first steps that can lead to bigger steps. Then, celebrate each small achievement along the way to maintain your dedication to change.
4. **Don't think of yourself as an employee anymore.** Instead, see yourself as the president of your career. “Think of a name for your company (you),” advises Joan Burge, author of *Become an Inner Circle Assistant* (available in paperback). “List as many assets as you can. Be sure to list your liabilities, too.” Then, answer this question, “What will I do to transform my liabilities into assets?” *Example:* Your speaking voice doesn't sound commanding, and you believe it may be one reason your suggestions go unnoticed. Transform your speaking voice by joining a weekly speaker's group, such as Toastmasters, or participate in a church choir.

AdministrativePROFESSIONAL, January 2006

Stay Positive, Even on Tough Days

Use these quick pick-me-ups when you're feeling low at work:

- **List seven experiences at work** that you enjoyed, and list the skills that you applied in each case. Then, brainstorm ways that you can repeat or duplicate those experiences.
- **Count your “blessings”:** the positives at work that you too often take for granted. *Example:* a short commute; casual dress; ability to run short personal errands “on the clock.”
- **Turn a negative into a positive.** *Example:* You may have a cluttered desk compared to some of your teammates. But the fact that you're productive *despite* that cluttered desk is actually a positive.
- **Note the five** most exceptional things you've done at work in the past year: when you did more than your boss expected or did a better job than *you* expected.

If none of those cheer you up—even a little—you need a vacation!

AdministrativePROFESSIONAL, January 2006

A Note From Our President . . .



Janet Howe,
CPS/CAP
President

Dear Members,

Well, this column has been three years in the making—my farewell note to you as your president. I have to admit that I'm feeling a mixture of emotions as I leave the office. We have had quite a ride the past three years, and I hope that the chapter is better, if not bigger, than when I first took office. We have tried some different ideas in order to keep the chapter going as our membership declined—some of the ideas have been successful, while others were not as well received, but all have been learning experiences.

As your president I have had the honor to represent you as your delegate at two T-L Division meetings and one International meeting. I am grateful for the financial support of the chapter in order to attend these meetings, but I'm more grateful for the opportunity to meet women from across the country, and world, at these meetings. I have met some incredible women and count several of the division officers—past and present—as friends.

I have had incredible support from many of the chapter members. You will never know how much your encouraging words meant when we seemed to be sliding down the hill instead of climbing to the top. God has blessed me with so many good friends within the chapter.

We have had some good times along the journey as well. New members have infused our group with enthusiasm, energy and fresh ideas, and I'm thrilled to report that at the T-L Division meeting, we showed a net gain in membership (and continue to show growth). We've tried some new fundraiser ideas, and have had great success with them. We have held successful seminars, interesting monthly programs, and initiated a Boss Day event that was very well received. We have laughed together, memorialized friends together, prayed for one another in difficult times, welcomed new babies and watched as new friendships were formed. *It has been quite a ride.*

And now the mantel is passed to a new leader. We have chosen a board that is forward-thinking and excited about IAAP! I think our best days are ahead of us. Lisa Thomas, Chris Lyles and Tammy Norton will be installed as your 2006-2007 Board at the June meeting. I think we are in very capable hands.

And now, thank you to the 2005-2006 board—Lisa, Emily and Barbara—thank you for your faithfulness, support, dedication and hard work. I knew, without a doubt, that you had my back, that we could bounce ideas around, that we could discuss chapter issues in confidence, and that always, the good of the chapter was forefront in your mind. It has been an honor to serve with you.

I recently heard a song written by Kevin Stokes and Tony Wood and performed by Scott Krippayne. The words of that chorus touched my heart and spirit very deeply. It put into words one of the most profound lessons I have learned, and am still learning daily. The song is titled "Sometimes He Calms the Storm" and the chorus reads:

"Sometimes He calms the storm,
With a whispered, "Peace be still."
He can settle any sea,
But it doesn't mean He will.
Sometimes He holds us close
And lets the wind and waves go wild.
Sometimes He calms the storm,
And other times He calms His child."

Thanks to each of you for being "an essential piece" and thank you for allowing me to serve this chapter.

Janet Howe CPS/CAP
President

"Sometimes He Calms the Storm" Copyright © 1995 by BMG Songs, Inc.

COMPUTER CORNER

Submitted by Jo Ann Haddock

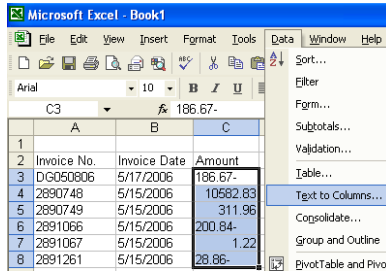
MINUS SIGNS ... Conquered!



Just discovered something! Can you feel the excitement?!

Sometimes when I copy data from our main IBM system and paste into Excel, the minus signs are in the wrong place and the cell is treated as “text.” Rather than edit each cell and move the minus sign or multiply times -1, here’s a tip:

- **Select** the range of cells to be converted (whether or not they are all minuses doesn’t matter).
- From the **Data** menu, choose **Text to Columns**.
- Then just click **Finish** on the Wizard that pops up (you don’t even need to go through the Steps in the Wizard).



Hope you can use this tip. (It could be that this problem is specific to just certain systems due to their configuration.) If you know a better way, let me know.

Send your questions or ideas to Jo Ann at jhaddock@afiama.com.

Notes from T-L Division Annual Conference

The T-L Division started four new chapters this year. The SW District is #1 in new chapter formation for the year with seven new chapters.

All seven divisions of the SW District had an increase in membership—the only district in the organization to do so. Current international membership is 27,627.

There were 222 registered for the T-L Division conference—70 of those were first-timers. Only eight chapters (of 36) in the division did not have anyone attending.

Texas leads the nation in CAP holders (298) and is second in the number of CPS holders (2,359). You may download a spreadsheet from the international website that lists the requirements for recertification.

International is developing software that will allow website hosting and will allow chapter websites to have secure areas for their members (for member rosters, etc.).

The **2007** T-L Division Annual Conference will be held May 18—20th at the Crowne Plaza Hotel in Houston. The Medical Center chapter will host. The theme will be “Round Up Success and Lasso Your Future”. Hotel registration will open in January. The **2008** annual conference will be held May 16—18, 2008, hosted by The Woodlands Chapter.

The 2007 Professional Education Conference will be held at the Hyatt La Jolla in San Diego, CA March 4—7. Hotel reservations have been opened.

Notes from T-L Division Conference Keynote Speaker David Parsons of Hewlett-Packard

Mr. Parsons’ topic was “Moving Forward—Staying Ahead”. He spoke about seven areas that demonstrate the value of an administrative assistant (or any other employee). They are: how much passion you bring to the workplace; how much energy you bring and what kind of relationships you have; what is your attitude; what skills do you possess; are you earning trust everyday; are you earning respect; and how transparent is your relationship with the person you support.

The three keys to know you have a trusting relationship with the person you support:

- Do you have authority to view your boss’/manager’s email?
- Do you have his/her signature authority?
- How involved are you? Are you included in staff meetings, etc?

Attributes of a world-class administrative professional:

- Ability to learn, to develop.
- Organization—create an organized work environment.
- Attention to detail.

Mr. Parsons ended his presentation with this story. “A child wanted her mother’s attention. The mother was reading the newspaper and didn’t want to be disturbed. She answered her daughter’s pleas for attention with, “just a few minutes”, over and over again. Finally, to buy herself some time, she tore a picture of the world from the paper and tore it into pieces, gave it to her daughter and told her to put the puzzle together. In a surprisingly short time the child was finished. When questioned by her mother on her ability to put the puzzle together, the child showed her mother the picture on the other side of the page—a human face. She told her mother, “When I put the person together, the world is right.” He encouraged *us* to “put the person together.”

Information Center

Monthly Networking & Education Session

Date: Thursday, June 8, 2006

Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:00 p.m. Business Meeting
7:30 p.m. Adjourn

Location: Pacific Rim
2061 Paramount

Program: Sharon Miner
Leadership Amarillo
“Leadership: A Different Mindset”

Menu: To be determined (buffet)
Program and meal cost is \$13.00

RSVP: Please contact Emily Garner CPS/CAP, 353-7321 or masteronmgmt@sbcglobal.net by **12 noon, TUESDAY, June 6th** with your reservation for dinner or to cancel your standing reservation



On Your Calendar

August 7—10
International Convention
Reno, NV

August 15
Deadline to register for
November CPS/CAP exams

November 3 & 4
CPS/CAP Exams

December 2
Christmas Party

2007
March 4—7
Professional Education Conference
San Diego CA

May 18—20
T-L Division Annual Meeting
Crowne Plaza Hotel
Houston

2006-2007 Texas-Louisiana Board of Directors

President: Anne McHenry CPS/CAP
President Elect: Dortha Gray CPS
Vice President: Suzanne Dunbar CPS/
CAP
Treasurer: Tracie Molik CPS/CAP
Secretary: Linda Dickson CPS/CAP

If you have updated information for the member directory, please contact Emily Garner (353-7321 or masteronmgmt@sbcglobal.net) before the June meeting.

It's also time to update the standing reservation list. If you would like to be added to the list, please contact Emily Garner.

Thought for the day. If you're still dwelling on yesterday's frustrations, consider this advice from a Holocaust survivor: "Nazis took five years from my life. I won't give them one minute more. Never look back; always look forward." [AdministrativePROFESSIONAL, July 2005](#)

JUNE

Happy Birthday to:

10 Barbara Burris
11 Emily Garner CPS/CAP
16 Patsy Wells CPS/CAP

Happy IAAP Anniversary to:

1984 Lou Ann Wolf CPS
1988 Jo Ann Haddock



May membership: 20

Widen a search on Google with this shortcut: Put a tilde symbol (~) in front of your keyword, and Google will search for its common synonyms. *Example:* '~humorous speeches.'
[AdministrativePROFESSIONAL, May 2006](#)

Upcoming Programs

July—Brainstorming Session
August—Kellie Tiner of Worth The Wait; “Working to Reduce Teen Pregnancy in the Amarillo Area” (teenagers welcome, and encouraged to attend)
September—Michelle McPhail, Leadership Texas; “Giving Women a Voice”
October—Boss Day Event
November—TBA
December—Christmas Party

Future door prizes will be provided by:

June—Janet Howe CPS/CAP
July—Pam Moore

Avoid paper procrastination by dotting the corner of your documents every time you handle them. When a piece of paper develops a speckled corner, you'll know you've been procrastinating.
[AdministrativePROFESSIONAL, May 2006](#)