



The Amarillo Chapter Newsletter



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July 2006

2006-2007 Officers

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Connection of a Lifetime



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A Boss' Logic

- "As of tomorrow, employees will only be able to access the building using individual security cards. Pictures will be taken next Wednesday and employees will receive their cards in two weeks."
- "What I need is a list of specific unknown problems we will encounter."
- "E-mail is not to be used to pass on information or data. It should be used only for company business."
- "This project is so important, we can't let things that are more important interfere with it."
- "Doing it right is no excuse for not meeting the schedule."
- "No one will believe you solved this problem in one day! We've been working on it for months. Now, go act busy for a few weeks and I'll let you know when it's time to tell them."
- "My Boss spent the entire weekend retyping a 25-page proposal that only needed corrections. She claims the disk I gave her was damaged and she couldn't edit it. The disk I gave her was write-protected."
- "Teamwork is a lot of people doing what I say."
- My sister passed away and her funeral was scheduled for Monday. When I told my Boss, he said she died on purpose so that I would have to miss work on the busiest day of the year. He then asked if we could change her burial to Friday. He said, "That would be better for me."
- "We know that communication is a problem, but the company is not going to discuss it with the employees."
- We recently received a memo from senior management saying: "This is to inform you that a memo will be issued today regarding the memo mentioned above."
- One day my Boss asked me to submit a status report to him concerning a project I was working on. I asked him if tomorrow would be soon enough. He said, "If I wanted it tomorrow, I would have waited until tomorrow to ask for it!"

Grammar School

ALLOT, A LOT or ALOT (One of these words does not exist. Guess which.)

Allot means to 'parcel out' (the noun is *allotment*). It has nothing to do with *a lot* (i.e. a 'large quantity'). But the real error comes when these last two words are written as one 'alot'. People do this either because pronunciation runs them together, or perhaps influenced by such spellings as 'aloud' and 'alone'. Whatever the excuse *alot* is always wrong: ... *you will have alot* [should be **a lot**] *of client contact.* (recruitment ad)

How to avoid: Nobody writes 'abit' as one word. So why *alot*?

From *Who's Whose A No-Nonsense Guide to Easily Confused Words*, Philip Gooden

A Note From Our President . . .



Lisa Thomas
President

Welcome to a new year at IAAP!

This marks my first column in the monthly newsletter. As I reflected on what I might want to say to you, the word that came to mind most frequently was change.

Our calendar has changed. We are ready to launch into new fiscal year. Our board has changed. After serving multiple terms, Janet, Emily and Barbara are taking a well-deserved break from office. Even our meeting location has changed, as circumstances prevent us from continuing to meet at The Gathering Place.

All this change can seem a little overwhelming. It helps to recognize what isn't changing. As chapter members, we are still committed to each other. And our chapter remains committed to the IAAP mission, purpose, objectives and vision.

- IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- IAAP's purpose is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP's objectives are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- IAAP's vision is to inspire and equip all administrative professionals to attain excellence.

As the year ahead unfolds, it is my desire that our Chapter experiences a measure of progress in each of these important areas.

The following saying, attributed to Anonymous, came across my desk via email today. "Life is not a journey to the grave with the intention of arriving safely in a pretty and well preserved body. Instead, plan to skid in broadside with the wheels thoroughly used up, totally worn out, and loudly proclaiming, "Wow! What a ride!"

With that in mind, I invite you to plunge into this next fiscal year with me. Let's make it an adventure!

Lisa Thomas
President

Protect Yourself Against Bad Behavior

As Nan Mooney explains in her book *I Can't Believe She Did That!*, women in the workplace are sometimes friendly to one another on the surface but are hurtful behind the scenes: badmouthing, backstabbing or sabotaging success. Mooney offers these tips for protecting yourself against that behavior without making enemies: **1. Communicate, even about the tough stuff.** "It's not easy, and nobody loves conflict," Mooney says, "but problems do not just magically fix themselves. The longer you wait, the worse things will get." She sticks to this strategy herself by planning what she'll say to someone in advance, asking, "How can I do this without being emotional?" The results, she says, are overwhelmingly positive. "It's certainly worth the risk." **2. Remember that being respected isn't the same as being liked.** You don't have to be best friends with the people you work with, says Mooney. "There's a reason those bosom buddies from "Sex and the City" didn't work together," she points out. "Work situations generate conflict." Focus on being respectful, fair, ethical and hard-working, not on being everyone's best friend. **3. Keep intimate details of your private life to yourself.** It's difficult to view a boss or a co-worker objectively when you know too much about her personal life. Save those conversations for your off-the-clock friends. **4. Be generous with your time, your knowledge and your resources.** "Providing support means being sensitive to our co-workers' personal situations, communicating openly and looking for opportunities to help one another when we can." *Example:* staying late so a co-worker can leave early to

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Wildcards in Find and Replace

Submitted by Jo Ann Haddock

The **Find and Replace** dialog box in Word provides you with numerous options for finding text within your document. When you open it from the Edit menu or by using the **Ctrl + F** or **Ctrl + H** shortcut keys, you are generally presented with only a portion of your options. However, you can quickly display more by clicking on the **More** button at the bottom of the dialog box.

If you want more flexibility with your search, you can check the **Use wildcards** option box; this will allow you to enter wildcard characters that will give you some flexibility in your search but will also place some restrictions on the search. Here are some of the most handy wildcards:

* can be used to return results for any combination of characters; for example, c*t will return cat, cost, coat, capped, etc.

? can be used to return a single character; b?g would return big, bug, bag, and beg.

[] will return words containing any of the enclosed characters; for example, p[ae]t will return pat and pet.

[()] will return words beginning with a certain string of characters; for example, [(per) will return person but not camper.

()] will return words ending with a certain string of characters; (per)] will return camper but not person.

Although this is not an exhaustive list of wildcards, these are probably the most commonly used ones. For a complete listing of wildcards, consult the Microsoft help index.

COMPUTER CORNER

Submitted by Jo Ann Haddock

Create an Adobe PDF File from an Access Database



Adobe Acrobat (.PDF) offers a great method of sharing data across the Internet while preserving formatting.

It's simple to generate these files from an Access database.

1. Ensure Adobe Acrobat is installed on your system. (Note: You need the full version of Acrobat which is a commercial product, not the free reader.)
2. Open Access.
3. Open the database.
4. Open the Form, Report, Table or Query that you wish to turn into a .PDF file.
5. Select Print from the File menu.
6. Change your printer name to "Adobe Acrobat" using the drop-down menu.
7. Click OK.
8. When the "Save PDF File As" dialog box opens, enter a file name for your Acrobat file.
9. Click Save.

Open the file using Acrobat Reader and ensure that the process completed successfully.

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

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attend a child's school play. **5. Teach the people who come up under you how to handle conflict and work together respectfully.** "Healthy cross-generational bonds are critical to women's success on the job," writes Mooney. If you mentor a younger person, keep the relationship healthy by clarifying early on what each side desires from the arrangement. At some point, you'll veer down different paths, and that can feel like a betrayal. In the end, it's the same "do unto others" advice our parents gave: Don't dish out anything you wouldn't be willing to take yourself.

From Administrative PROFESSIONAL, May 2006

Information Center

Monthly Networking & Education Session

Date: Thursday, July 13th, 2006

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

Location: Amarillo Economic Development Corporation Office
A.G. Edwards Building
801 S. Fillmore, Suite 205
(Parking lot on the southeast corner of the block)

Program: Annual Planning/Brainstorming

Menu: BYOBB (Bring your own brown bag)
Brown Bag dinner

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

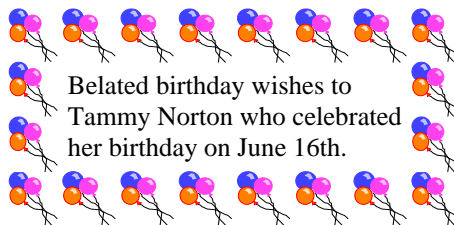
Door prizes for the following months will be provided by:

July—Pam Moore
August—Lisa Thomas
September—Tammy Norton
October—N/A
November—Emily Garner CPS/CAP
December—N/A
January 2007—Barbara Burris
February—Nancy Howard
March—Janet Howe CPS/CAP
April—Barbara Barber PLS/CPS
May—Chris Lyles
June—TBD

Upcoming Programs

July—Planning/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

Thank you to Don and Tina Stitt and the management and crew of Schlotzsky’s at 34th and Bell for their hospitality to our chapter this year. We’ve enjoyed using their meeting room for board meetings and committee meetings and their staff has been very accommodating to us.



Belated birthday wishes to Tammy Norton who celebrated her birthday on June 16th.



As we celebrate July 4th, Independence Day, let’s remember the sacrifices made by our armed forces in the past, and the sacrifices being made daily around the world to ensure our freedom and to bring freedom to people in other countries.



You are invited to be a contributor to the chapter newsletter. If you would like to contribute on a monthly basis, or just once in a while, please contact Janet Howe CPS/CAP at 468-2575. We’d love to include your article(s) in the newsletter!

June Membership—21

JULY

Happy Birthday to the following members:
18 Joy Ralston
24 Lou Ann Wolf CPS (MAL)

Happy IAAP Anniversary to:
Karen Corea CAP 2001



The chapter members attending the June meeting voted to allow alcoholic beverages to be served at chapter meetings. The member(s) ordering the beverage will be responsible for paying for the beverage.