



The Amarillo Chapter Newsletter



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Adding a 'Touch of the Personal' in Your Workspace

"If you've read Monday Motivators for any length of time, you know I often encourage professionals to remember that their workspace is a reflection of their desire to succeed. Others in the office *do* take notice, and they judge your effectiveness and advancement potential based upon what they see.

So, for example, if you've decorated your cubicle with a collection of Beanie Babies, or if you've hung amusing posters like those found in college dorms, chances are that higher-ups will not take you as seriously as the person whose workspace is more business and less casual.

That said, a "touch of the personal," as I like to call it, is still an important part of a success-focused workspace. Let me explain.

My workspace is very professional, as you might imagine. A place for everything, and everything in its place! Whatever items I use most often are located within easy reach to improve efficiency. It's clear to anyone who walks into my office that I mean business – and that's exactly the professional image I wish to portray.

And yet, it's not a sterile environment, devoid of any personal meaning to me. Far from it! A large photo of my children, when they were quite young, hangs where I can see it. I have a few tastefully framed photos of family members to remind me each day what matters most – and why I'm pleased to work so hard.

I even have on my desk an item made by one of my grandsons. It's a small red box in the shape of a heart, and on the top is written the word "Nana." I love to see it everyday! It makes me smile – and does me good.

These few items are always enough to catch clients' eyes; they often ask me about them, and in that way, we develop a rapport beyond the workplace – one that transcends the professional to the personal. This is networking at its best.

So today, assess your workspace. What does it say about you – as a professional *and* as a person? Does it help or potentially hinder your career goals? Make an effort to start organizing and decorating your work area so it portrays you as you want to be seen – and as the Star you truly are!"

From *Monday Motivators* by Joan Burge, founder and CEO of Office Dynamics, OfficeDynamics.com.

GRAMMAR SCHOOL

MAY BE or MAYBE—As with other pairs such as 'all ready/already', the two-word version of *may be* is hardly distinguished in pronunciation from the single word. But when a mistake is made in writing, the wrong meaning results. *May be* is a combination of two verbs and is used when talking about a possibility: *He hasn't answered but it may be that he didn't get my letter.* *Maybe* (one word) means 'perhaps': *He hasn't answered but maybe he didn't get my letter.*

It's quite usual to find this second version used where the first one would be correct: *If having ... a chef to cook your food would put a spring in your step keep reading—this maybe [should be **may be**] your lucky week.* (Metro)

Even though the writer's meaning won't really be impaired, since both *may be* and *maybe* contain the notion of possibility, this remains a basic error.

How to avoid: If 'perhaps' can be substituted without changing any other word in the sentence then the form/spelling required is *maybe*. Otherwise it's *may be*. Try this test on the first two examples above.

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

RD CHALLENGE (from *Reader's Digest*)

By Will Shortz

Three of a kind is the winning deal in this challenge. Figure out what the trio in each set have in common, and you've solved the puzzle—as long as each answer is a six-letter plural word, ending in -s! Got it? Ex. Railroad, wild animal, music CD: TRACKS.

- | | | |
|---|---|---|
| 1. Trombone
Children's playground
Laboratory microscope | 5. Hunting dog
Compass
Scoreboard | 9. Golf course
Salad
Environmentalists |
| 2. Parade
Malt shop
Tackle box | 6. Dungeon
Jewelry store
Sequence | 10. Boxing match
Doctor
Children's song |
| 3. Weight
British bank
ASPCA | 7. Fish
Sheet music
Dieters | 11. Beach
Rifle
Pasta |
| 4. Dentist
Dry run
Army camp | 8. Municipal parking lot
Electric utility
Rhythm in verse | 12. Rupture
School year
Good fortune |

Answers: 1. Slides; 2. Floats; 3. Pounds; 4. Drills; 5. Points; 6. Chains; 7. Scales; 8. Meters; 9. Greens; 10. Rounds; 11. Shells; 12. Breaks

COMPUTER CORNER

Submitted by Jo Ann Haddock

Microsoft Outlook: **Distribution Lists**



Okay, most of you are probably light years ahead of me on this one, but I just started using **Distribution Lists** to email various reports to a varied list of contacts. By naming the Distribution List the same as the report name, it's easy to send the report out, and, in the case of a long list of recipients, not overlook anyone.

A message sent to a Distribution List goes to all recipients listed in the Distribution List. Recipients see their own names and the names of all other recipients on the **To** line of the message instead of seeing the name of the distribution list (so if you should name one of your lists "The Bozo Report", they wouldn't know it!).

Distribution lists are identified with and are stored by default in your **Contacts** folder. You can easily add and delete names in a distribution list, send it to others, and print it.

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type a name (in my case, a report name).
3. Click **Select Members**.
4. In the **Show names from the** list, click the address book that contains the e-mail addresses you want in your distribution list.
5. In the **Type name or select from list** box, type a name you want to include. In the list below, select the name, and then click **Members**. Do this for each person you want to add to the distribution list, and then click **OK**.

You can send a message or meeting request to part of a distribution list by clicking the plus sign (+) next to the name of the distribution list to show the individuals on the list, and then deleting the names that you do not want. Distribution lists in the **E-mail** field of a contact cannot be expanded.

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

Information Center

Monthly Networking & Education Session

Date: Thursday, August 10, 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: Kellie Tiner
Worth The Wait
“Working to Reduce Teen Pregnancy in the Amarillo Area” (teenagers welcome, and encouraged to attend)

Menu: To be announced
Program and meal cost is \$13.00

RSVP: Please contact Tammy Norton at 806-358-2936 or Tammy_norton58@hotmail.com by **12 noon, TUESDAY, August 8th** 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

October 16
National Boss Day

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:

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 CPLS
May—Chris Lyles
June—TBD

The successful person makes a habit of doing what the failing person doesn't like to do.~ Thomas Edison

Patsy Wells CPS/CAP, was recently appointed to the Office Technology Department Advisory Board at Amarillo College.

Life is the in-flight movie on our trip to heaven.



AUGUST

Happy Birthday to:

9 Tricia Clifton CPS
27 Janet Howe CPS/CAP

Happy IAAP Anniversary to:

1977 Ruth Love
1988 Donna Anderson
1996 Tricia Clifton CPS



I believe the choice to be excellent begins with aligning your thoughts and words with the intention to require more from yourself ~ Oprah Winfrey

Upcoming Programs

September—Michelle McPhail, Leadership Texas; “Giving Women a Voice”

October—Boss Day Event

November—TBA

December—Christmas Party

January—Christian Women’s Job Corps of Amarillo; tour of facility and overview of programs

July membership: 22

Squeeze more out of the Tasks section of Outlook. When someone asks you to do “x” by 5 p.m., turn the request into a Task. Here’s how: Open a new Task, make a note to do “x,” set a reminder, save and close it. Now, you can refocus on the business at hand, assured that Outlook will remember the Task for you. *AdministrativePROFESSIONAL, January 2006*