



The Amarillo Chapter Newsletter



PO Box 52226, Amarillo TX 79159

Chapter #559125

www.iaap-amarillo.org

October 2009

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Constant Amid Change

By Tracee Davis

Enjoying the fall weather most recently – my favorite time of the year – I realized that evergreen trees are one of the very few things that remain untouched by the change of the season. The pines – serene, courageous and wise - rise tall in a constant transformation of change. Smelling the fresh, crisp air that only comes with this season, I somberly came to terms with how much change is about to take place in my own life. Whether we like it or not – change is evident all around us -- it can be advantageous or it can be distressing. Regardless, change is unavoidable and unremitting ... while yet it can also be exciting, heartbreaking, frightening, and/or challenging. No matter what form it comes, it is often difficult to accommodate change with open arms when we also have a legitimate and deep desire to know what is coming next. Therefore, in the fanatical center of change we must “accept hardship as a pathway to peace” - we simply must.

“God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”

Subsequently in the swirling changes of our society, there are some principles such as service, honesty, courtesy, hard work, respect, appreciation, and optimism that should, like a pine tree, remain constant. Be courteous and see if you don't get an optimistic reaction in return. Work hard to possess a servant attitude toward others and see if it doesn't create respect and admiration. Express honest appreciation when someone does something for you and see if you don't feel remarkable when encouraging someone else. Place your concentration on others' needs instead of your own and see your personal circumstances transform. Use these timeless principles to guide your actions and you will notice a marked difference in your worth, attitude and quality of life. Most likely, you will also notice a revolutionized change in those around you.

As much as we may desire, we cannot foresee the future. We can, however, live fully in the present. So rather than living away the moments of today by focusing only on the future, live to focus on today with contentment and respond to change with faith. And remember - the next time you are experiencing a season of change in life, remember to be a constant in the profundity of change, and stand tall like the majestic, peaceful pine. Seek serenity, courage and wisdom.

All quotes ~ Reinhold Niebuhr

October 16 is National Boss Day—5 Ways to Celebrate

Mark your calendar: October 16 is National Boss Day. Here's an alternative to bringing a card or cookies. Honor the day by making a silent commitment to strengthening your relationship with your boss. The Pyramid Resource Group Inc. in Cary, N.C. came up with five ways to do it: **1. Understand that your job is to help the boss win.** If you're not sure what exactly constitutes success for your boss, ask. **2. Listen for your boss's best intentions when he speaks.** Ask questions to better understand what it is he needs. **3. Tell the truth, as you see it, in a neutral way.**

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A Note From Our President . . .



Janet Howe
CPS/CAP, MOS

Whew! What a whirlwind ride the past few weeks have been. Many of you know what my family has been going through. My father has been in and out of the hospital and rehab facilities, and we had a couple of mad dashes to the hospital, once when the staff called and said to get there quickly because he had had “an episode” and one dash to the ER. God is good and Dad is on the road to recovery, but in the midst of all that, I injured my knee and was out of commission for a while. I’m on the mend, but have learned several lessons through all this.

Let me take you back – Labor Day weekend. Yahoo! Three whole days to do exactly what I want to do. I had a list of chores and tasks for the weekend: get my hair cut, take the recycling to Wal-mart, buy groceries, clean house, take a day trip to Groom with my Mom for some reflection and restoration at the cross, rest and relax.

Well, I’m nothing if not a champion procrastinator. My Mom and I took our trip Saturday morning to the cross at Groom, and it was just what we needed after dealing with my Dad’s hospitalization. When we got back to Amarillo, we ate lunch and went to see my Dad. He informed us that he would be released from rehab on Monday, Labor Day. Okay, so now my time is more limited than I thought and I still have all those chores to do, but do I jump in? NOOOOOOO! I think, “I’ve still got plenty of time.” Needless to say, Saturday came and went with no progress; Sunday came and went with no progress; Monday came with plenty of drama once we got Dad home – he fell twice and we were grateful for the neighbor and the EMTs who helped get him back on his feet, but then we spent the rest of the day trying to find a rehab facility that would take him for extensive physical therapy to strengthen his legs, but with the holiday, we didn’t make any progress. Ahhh, here it is Tuesday and I’m headed back to work and my list is untouched. Well, I can start on it Tuesday night. Then *the* phone call comes – Dad is being taken by ambulance to the emergency room with a possible stroke so, off I go, racing to the hospital. It was during this visit to the ER that I hurt my knee and was sidelined with none of my tasks accomplished. So here was the beginning of my education. Number 1 – when something needs to be done and you have the time to do it, DO IT. All week I was scrambling to find items in my cupboards to use in fixing meals and the house needed a good cleaning and the recycling was growing by the day! Number 2 – its okay to ask for help. Bless my Mom, not only did she have my Dad to worry about, but now she was running errands for me! Number 3 – there is more than one way to do almost everything! Number 4 – a little dust on the furniture won’t kill you and the bed can be left unmade every once in a while! Number 5 – amidst all the drama, near tragedy, trials and tribulations, I am blessed, more blessed than I deserve. I have friends at work and in IAAP who volunteered to help, who were encouraging, who were praying and who were sincerely concerned about me and my family.

So now, as the recycling pile is shrinking (I may not be able to take it all at one time, but I can take small loads periodically), and I’ve been able to do some house cleaning, and as I’m enjoying my fresh haircut, I’m trying to take all these lessons to heart, I’m able to see the humor in my situation, and I’m appreciative of all the blessings coming my way. I’m thankful to be on the mend, too. Most of all, I’m thankful for people who can step in and keep the ball rolling, like Chris who led the September meeting. I’m thankful for prayers on my behalf. I’m thankful that the Lord is always there to turn to. I’m blessed beyond measure.

I hope you are open to the blessings in your life, and learning the lessons that come your way.
Janet

2009—2010 International Board of Directors

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Free PowerPoint Effectiveness Assessment

If you frequently design PowerPoint presentations for yourself or your manager, do you know the most annoying PowerPoint habits? Dave Paradi, co-author of *Guide to PowerPoint*, recently published survey results which showed that the following factors are most annoying to audiences:

- Speakers reading slides to the audience—67.4%
- Slides containing full sentences instead of bullet points—45.5%
- Using text so small the audience can’t read it—45.0%

Paradi offers one free online PowerPoint assessment that you can use to evaluate how effectively you are using this

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GRAMMAR SCHOOL

PERSONAL or PERSONNEL

The spelling of these two words are sometimes confused, with the first being used in place of the second.



Personal is an adjective only, meaning ‘relating to the individual’, although it very often carries the additional meaning of ‘private’: *He was unwilling to reveal his personal reasons for rejecting the job.*

Personnel is a collective noun which describes the ‘workforce’ in a particular organisation. It’s a bureaucratic word—rather impersonal in fact: *The downturn in the economy led to cuts in the factory personnel.*

How to avoid: The difference in pronunciation, with *personnel* stressed heavily on the last syllable, should be a guide to the sense/spelling here.

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

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Your boss wants to know what you think. **4. Schedule a time to meet regularly** if the boss doesn’t schedule it for you. Be brief in this meeting. If you schedule 30 minutes, take 15 and give time back. **5. Stop gossiping**, especially about your boss. Learn to turn away from the negative discussions.

From *Administrative Professional Today*, October 2008

4 Ways to Restore Your Morale

To keep your own morale high, turn regularly to your sources of restoration: family, hobbies, exercise, etc.

1. Remember that you can choose a positive mindset. Ask yourself questions such as, “What’s great about this?” or “What can I learn from this?” to help maintain a positive state.

2. Join a networking or peer group. You’ll gain a much needed resource by having a group of equals who can listen when you have concerns and offer their own perspectives and solutions. Or have a deep discussion with your spouse or a close friend. Tell them what you’re experiencing.

3. Take five. Take a walk, close the door—control what you can. Feeling out of control starts the stress hormones gushing, so exert control over situations that are easy to remedy. And a brief break can turn off the natural “fight-or-flight” response.

4. Renew with a breather. Psychotherapist Kristin Paulig of Durham, N. C., says you can’t help but feel better when you do this breathing exercise. Breathe in deeply through the nose for a count of four. Hold it for a count of seven. Make your mouth into a small “o” and exhale for a count of eight.

From *Administrative Professional Today*, December 2008

Networking with LinkedIn

Maintaining an active network is an essential tool in today’s business world. Establishing new connections can be a challenge when we are so busy that there’s no time to attend association meetings and conferences to meet new people. It can also be hard to maintain relationships with former colleagues and managers whom you no longer see. LinkedIn (Linkedin.com) is an online networking tool that can help you to reconnect with old acquaintances while building new connections with people who share your interests.

Designed primarily for professional use, LinkedIn is free and allows you to create an online profile to display as much (or as little) information as you want about yourself. You can describe your educational experience, professional achievements, industry, expertise and interests. Former co-workers, managers or classmates can find you by doing a search for a specific company (for example, a former employer) or educational institution that you have listed on your profile. Searches can also be done using keywords to find profiles of members who have common interests. Other people can contact you to ask a question or share information about a mutual area of interest. Your full name and email address are only displayed to people you invite and accept as connections within your own network, unless you choose to make this information public to everyone who views your profile.

You can search the group directory to find an existing group that fits with your interests (for example, IAAP), or you can start your own group. For example, if you are an office professional who telecommutes a few days a week, you might want to establish a group for admins who telecommute. This can help you to develop a useful network of new contacts with whom you can discuss challenges and exchange ideas. You can invite people you know to join your group, but other people may find you and want to join based on the topic of your group.

LinkedIn has more than 20 million professional members in 150 industries around the world and is growing. With all the connections, LinkedIn is fast becoming the best way to stay linked in to your network! From *The Office Professional!*

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important presentation tool. Visit thinkoutsidetheslide.com and click “Effectiveness Assessment” under “Learning Resources for Presenters” at the top of the home page. From *The Office Professional*

Riddles: Before Mount Everest was discovered, what was the highest mountain on earth?

In what year did Christmas and New Year’s fall in the same year?

Answers: Mount Everest—it just hadn’t been discovered yet.
They always fall in the same year: one at the beginning and one at the end.

Information Center

Monthly Networking & Education Session

Date: Thursday, October 8, 2009

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

Location: Edward Davis Room
Chase Tower, 9th Floor
6th & Tyler

Program: "Going Green in the Office"
Bob Patterson, President
InTerra Industrial & Environmental Solutions

Menu/Cost: Menu TBD; \$12.00

RSVP: Please contact Staci Hawkins CPS at 806-359-2422, or hawkinssl@zhi.com by Friday, October 2 to make a reservation or to cancel a standing reservation. A reservation made is a reservation paid.



On Your Calendar

October 3
T-L Division Leadership Workshop
New Orleans

October 18-21
Certification Conference
Portland OR

October 24
T-L Division Leadership Workshop
San Antonio

November 6 & 7
CPS/CAP Exams

November 13
Meet with T-L Division Board
Ambassador Hotel

December 3
Christmas Party

May 14—16, 2010
T-L Division Annual Meeting

Invocation

October—Carla Banks CPS/CAP
November—Janet Howe CPS/CAP, MOS
December—N/A
January—Gina Garrett PLS
February—TBD
March—Lisa Thomas MCAS
April—TBD
May—N/A
June—TBD

Inspiration

October—Janet Howe CPS/CAP, MOS
November—Carla Banks CPS/CAP
December—N/A
January—Chris Lyles CPS/CAP
February—Barbara Burris
March—Staci Hawkins CPS
April—Lisa Thomas MCAS
May—N/A
June—Patsy Wells CPS/CAP

October

Happy Birthday to:
6 Lucinda Morales

No IAAP Anniversaries

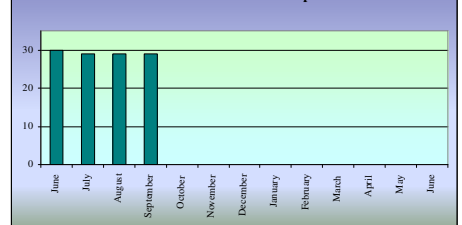


Congrats to Melanie Clevenger on her recent promotion to Unit Coordinator for the Center of Telemedicine at Texas Tech University Health Sciences Center in Lubbock. She will continue many of her administrative duties but will also be responsible for coordinating and covering telemedicine clinics.

Door Prize

October—Emily Garner CPS/CAP, MCAS
November—Barbara Burris
December—N/A
January—Carla Banks CPS/CAP
February—Lisa Thomas MCAS
March—Staci Hawkins CPS
April—Chris Lyles CPS/CAP
May—N/A
June—Patsy Wells CPS/CAP

2009 - 2010 Membership



September Membership: 29

Don't forget to check out www.currentfun.com to participate in a chapter fundraiser. All you have to do is make an online purchase and when checking out select our chapter [listed as Amarillo Chapter International Association of Administrative Professionals or IAAP Amarillo Chapter]. Fifty percent of the proceeds of your order automatically go to the chapter to be paid quarterly. Think Christmas shopping!!

Don't forget that October is Breast Cancer Awareness month.

