

December 2008

Inside This Issue:

- 1 Message from the President
- 2 Board Reports
- 4 Administrative Enrichment
- 5 News from International Headquarters
- 6 Calendar
- 7 Advertising/Sponsors



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MESSAGE FROM THE PRESIDENT

Hello, Chapter!

It's December! Like so many before it, this year has just flown by. The older I get, the quicker they go. Speaking of December, what exactly does December mean and where did it come from? Well, let's check that out. December is the twelfth and last month of the year in the Gregorian calendar and one of seven Gregorian months with the length of 31 days. In Latin, decem means "ten". December was also the tenth month in the Roman calendar until a month-less winter period was divided between January and February. So, in English, Tenber -- sounds like something you'd yell when falling a tree. ANYWAY, December's flower is the narcissus or holly. December's birthstones are turquoise, lapis lazuli, zircon, topaz (blue), or tanzanite. December is the month with the shortest daylight hours of the year in the Northern Hemisphere and the longest daylight hours of the year in the Southern Hemisphere. So, now you know everything there is to know about the month of December.

In January, we start our regular chapter meetings and for those of you whose first time it will be, we hold our meetings at the Springhill Suites by Marriott. The venue is located at 1400 Old Spanish Trail. Our presenter at January's chapter meeting will be Officer Manuel J. Leston. Officer Leston is a member of the UT Police-Crime Prevention-CPPS. He will be presenting "Hostile Intruder Awareness" and yes, we get a recertification point for attending.

I hope you all have a wonderful holiday and an absolutely fantastic new year.

From my family to yours...CHEERS!

Ron

Board Reports

Seminar

Plans are underway for the next annual seminar. Tentative plans are to have the event on a Friday in April. The event will take place at the Crowne Plaza Downtown. Our seminars are a means by which we can promote our chapter and its activities. More importantly, seminars are very effective networking environments. By attending a seminar of your peers, you can exchange ideas, meet new and interesting individuals and have an opportunity to enhance your ability to communicate.

For sure, administrative professional are required to wear several hats. Attending seminars and conference is a definite way to learn to juggle many tasks and functions simultaneously. Solutions to your daily dilemmas are probably just one seminar away. Although the topic has not been selected just yet, you can be assured that the speaker will touch on project management.

Make plans to attend as this event is sure to, not only your boost self-confidence, but stimulate your desires to become a better administrative professional. Looking forward to seeing all of you there!!!

Angela Elemeuwa
Seminar Chair



Community Service

The Chapter hosted its first ever book drive with the proceeds benefitting the University of Texas M. D. Anderson Cancer Center's patient library. The chapter did an outstanding job and collected several boxes and bag loads of books.

The University of Texas M. D. Anderson Cancer Center's Patient/Family Library loans books to patients and their families during their time here at M. D. Anderson. The library has a host of staff and volunteers that help stock and keep up with the inventory of hardback books, paperbacks, magazines, newspapers and cds. The wide array of books is quite impressive and new titles are constantly available.

Thank again to all the members for making our first book drive a big success. The books will be put to good use.

Regards,

Yvette Banuelos, CPS



Spirits of Organization: Past, Present, and Future

Ebenezer Scrooge may have spent a terrifying night struggling with the spirits of the Past and Future. We, on the other hand, can find ourselves wrestling with both Past and Future each day of our Present.

Living in the Present is becoming a lost art for many of us. Future tasks clutter our minds while physical clutter overwhelms our spaces. What has happened to make it so difficult to be present in the moment?

The Future and Cluttered Minds

Each day you are confronted by a lengthy list of pending tasks. In an attempt to accomplish as many as possible, you often resort to multitasking. With your mind firing in all directions, you are constantly thinking ahead to the many things still to be undertaken. The fact that multitasking is actually inefficient and that you get less done when you try to accomplish two or more things at once does not always deter you from trying. With the multiple demands on time, you are so busy thinking ahead and becoming stressed by the barrage that it is difficult to enjoy the present moment.

The Past and Cluttered Spaces

Two situations contribute to the accumulation of "stuff."

1. Not being fully present in the moment, you may need to keep reminders of the events.
2. Being so busy, you may not have time to sort and clear out the clutter of past possessions and activities.

You know that possessions are out of hand when you think about buying a bigger house to contain all of your things. If you are not able to move up in size, you may have a storage unit...or two...or more. You possess too much when you start feeling overwhelmed or guilty at not being as organized as you think you should be.

If the Future or the Past is affecting your Present, start to make changes. Clutter, whether it is mental or physical, is a result of postponed decisions. Resolve that you will:

Make a decision right away on every item or activity that comes into your life.

Mental Clutter

- When do you have a reasonable chance of doing this?
- Assign a date and place it in a tickler file, either paper or electronic.
- What are your real priorities for today?
- If you keep reassigning the action date, ask if it really needs to be done.

Physical Clutter

- Do you need it?
- Do you love it?
- Does it have a home (a place where it fits into your space and life)?
- Why are you keeping it?
- When would you use it?

Two scenarios that occurred recently illustrate examples of clearing away clutter:

My friend, Abby, told me about her decision to give away her wedding dress after she was married. Family and friends were horrified. Where was her sentimentality? Would it bring bad luck? Yet Abby felt it had served its purpose, and she had wonderful photos of that day. Why should she keep it? It probably wouldn't fit her later. Did she want a daughter to feel required to wear it? Abby went ahead with her decision, is still married sixteen years later, with two sons and a beautiful, uncluttered home.

Another friend, Jane, had two daughters getting married in big weddings the same year. That added to a backlog of organizing tasks she had put aside. With all daughters out on their own, Jane and her husband were determined to tackle the years of accumulated possessions. It was slow progress. Jane involved her daughters in some of the decision-making regarding mementos of their school years and found that they were decisive in tossing items that the parents had kept all those years.

These situations may not reflect your thoughts and lifestyle, and there is nothing wrong with that. Certain mementoes are wonderful keepsakes. What you have to do is answer the questions for yourself and make decisions that correspond with your needs. The key is to:

- **MAKE THE DECISION.** Do not let items accumulate just because you do not want to deal with them now.
- **GET STARTED WITH THE PRESENT.** Do not worry about what has already accumulated. It is too big a job to expect to do everything at one time. Instead take each new item and give it a date or home. Later, as time permits, you can tackle other areas of disorganization bit by bit.

The admonition to "stop and smell the roses" needs to be recalled frequently. If you are struggling with the Spirits of Past and Future, make "ENJOY THE PRESENT" one of your goals for the New Year.

From International Headquarters...

2009 Administrative Professionals Week Pins

Each year, the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals Week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting our international convention.

The lapel pins are \$5 each (U.S. funds only, shipping and handling extra). Wearing this pin during Administrative Professionals Week is an excellent "conversation starter" and a great way to support your profession and association. A printable order form with complete ordering options (and a look at this year's design) is available on the website.

Desire to Go Green?

Are you tired of receiving junk mail? Go to DirectMail.com or OptOutPreScreen.com to get your name off of those commercial mailing lists. For more information on how to "go green" around the house, go to www.greenlivingideas.com.

Budgeting for the Holidays?

On a tight budget this year but still want to play Santa at work? It can be done. Yahoo! and HotJobs have some great suggestions, and be sure to check out the related articles at the bottom of the page on how to shine at the holiday party. Have you got some ideas? Share them on the IAAP forums at www.iaapnet.org/Program/Run/forum/default.aspx!



Have a Wonderful Holiday Season!

CALENDAR
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Dates to Remember	
Medical Center Chapter Holiday Party – Spaghetti Warehouse	Dec. 10, 2008
CPS/CAP Society Annual Meeting & Seminar – The Briar Club	Jan. 31, 2009
Professional Educational Conference, Gaylord Opryland Resort Nashville, TN, USA	March 9 – 11, 2009
Administrative Professionals Week	April 19 – 25, 2009
Administrative Professionals Day	April 22, 2009
CPS/CAP Spring Exams (Application Deadline: 02-15-09)	May 1 – 2, 2009
Texas-Louisiana Division Annual Meeting and Education Forum – Hilton Convention Center Shreveport, LA	May 15 – 17, 2009
International Convention and Educational Forum, Minneapolis Convention Center , Minneapolis, MN	July 26 – 29, 2009

DECEMBER 2008						
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JANUARY 2009						
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Save the Date!!



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