

PULSE

January 2010

Message from the President

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Aim for Success

Editor
Ron Bouchard CPS/CAP
 Chairman, Newsletter
 Committee

Board Contact
Robbie Loftin CAP

Review of Articles
Robbie Moreno CPS/CAP
Yvette Banuelos CPS/CAP
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2010

*Thank you for your commitment to our
 IAAP Medical Center Chapter
 on this first six months and for supporting
 our efforts to promote excellence in our profession.*

*Let us keep the candle light on and continue
 to pursue education and striving for success.*

*We are ready and excited to start the new year and
 to continue working on the chapter programs
 for the following six months.*

So, join us and be part of this educational adventure!

Best regards,

Robbie Moreno CAP





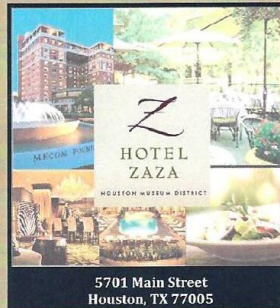
Medical Center Chapter IAAP® presents...

“Create Your Best Year Ever!”

Pamela Grant

Target Talks

January 25, 2010



~ DINNER MENU ~

- Caesar Salad
- ✦
- Chicken Picatta with Lemon sauce and Capers
- Garlic Fettuccini
- ✦
- Dinner Rolls and butter
- ✦
- Coffee / Iced Tea
- ✦
- Tiramisu



Registration form adopted from Microsoft Office Templates and designed by Melinda R. Peña CPS/CAP



To Create A Great 2010 These Are The Things You Have To Do:

- Find more stability in your life?
- Change your life for the better?
- Regain your life balance for success?
- Get Renewed Zip in Your Life?
- Make your Dreams Become Reality?
- Regain wasted time and energy?

You will experience a step-by-step process for getting out of your rut, find greater success and CREATE YOUR BEST YEAR EVER!

- 5:30 p.m. Networking / Dinner / Welcome Members & Guests / Business Meeting
- 6:00 p.m. Guest Speaker Presentation
- 7:15 p.m. Meeting Adjourned

Cost: \$25.00 Registration fee includes program, dinner, and valet parking
 \$27.00 Late Registration (after January 22, 2010)
 \$13.00 Meeting only

Deadline for Reservations or Cancellations: January 22, 2010

➡ **Registration form MUST be emailed to:** ⬅

Melinda R. Peña at mrpena@mdanderson.org or fax to 713-563-2672

Regardless of payment method

Check one: Meat Dinner Vegetable Dinner Meeting only

Name: _____ CPS CAP

Company: _____

Office Number: _____

Email Address: _____ Member Guest

Please enroll me in automatic monthly registration
 I will be responsible for payment unless I cancel prior to the deadline date.

EZ PayPal Payment: +\$1 processing fee ON-TIME PAYMENT → **Pay Now**

Paid via PayPal / Pay at the door

LATE PAYMENT
 AFTER JANUARY 22, 2010

 CLICK HERE

NOTE: For hotel directions click here.
 To go to websites, hold <Ctrl> key before clicking on web links or button

CHAPTER MEETING

JANUARY 25, 2010

5:30 P.M.

HOTEL ZAZA

To register visit:
<http://medctr.iaap-hq.org>



**Houston
Community
College**

CPS Exam Class

HCCS is offering the first section of CPS exam review classes - Office Systems and Technology. Additional classes will be available at a later date.

Course Title: Office Systems and Technology
 Course: POFT 2055
 Section: 78390
 Days: Tuesday/Thursday
 Dates: 1-05-2010 to 2-11-2010
 Time: 5:30p to 9:30p
 Cost: \$230.00

Location:
 MD Anderson - Mays Clinic
 1220 Holcombe Blvd.
 "Conference Center"

Registration Form:



CE Registration
 Form.pdf

For more information, please contact:

Leslie Smith-Green, C.P.P
Program Manager
Business/Community
The Americana Building
811 Dallas Street
Phone: 713.718.6309
Fax: 713.718.5202
www.hccs.edu/ce

Texas-Louisiana Division News

Division News:

Website: Please see the Division website for updates and forms including the Scholarship Application and Division Officer Nomination information - www.iaap-txla.org

Weekly E-mails: In order to decrease the amount of emails sent to the chapters, weekly emails will be sent every Friday.

TEXANA: The December issue of the TEXANA is attached and will also be available on the Division website. We hope you like the changes that we have made to the TEXANA, including more division/chapter information.

2009 Scholarship Winner: My son, Casey Mader, won a Scholarship Awards last year, and he is graduating from the University of North Texas on December 19. I just learned two weeks ago that he'll be graduating Cum Laude. This means he maintained a GPA of 3.5 - 3.8 all four years. As you can imagine, we are very proud, but also very appreciative of those who helped him along the way, and T-L Division was one of those. I can't begin to tell you how important this scholarship program is to students struggling through school. I am so glad you offer this to your members. Thank you, Donna, for helping to make this a Very Special Merry Christmas for me and my family - please thank your board members!
 Toni Yeager CPS/CAP, President, Clear Lake/NASA Area Chapter.

Education:

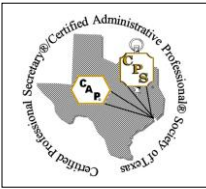
CompuTrain is now offering complimentary 2-hour computer training workshops to IAAP members of all Houston-area IAAP Chapters. Seating is limited to 15 attendees and one IAAP member per company per class.

Excel 2007 –January 26
 PowerPoint 2007 –February 25
 Word 2007 –March 23

To register for a class: please go to: www.mycomputrain.com/iaap/registration.php



CPS/CAP Society of Texas



REMINDER: The CPS/CAP Society of Texas will be holding their Annual Meeting and Seminar on Saturday, January 30, 2010 at the Briar Club located at 2603 Timmons Lane at Westheimer. For more information, please contact Yvette Banuelos CPS/CAP, mybanuel@mdanderson.org or to register, please visit: www.cpscapsot.org

Dates to Remember 2010

CPS/CAP Office Systems and Technology Class Begins	January 5 , 2010
Medical Center Chapter January Meeting	January 25, 2010
CPS/CAP Society of Texas Annual Meeting and Seminar	January 30, 2010
Medical Center Chapter February Meeting	February 22, 2010
Medical Center Chapter March Meeting	March 22, 2010

JANUARY 2010						
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Chapter Meetings

- July 20, 2009:** Joshua McDonald of CTREC Hilton IT Academy will present, "Microsoft Word 2007 Tips & Shortcuts." 1 Recertification point.
- August 24, 2009:** Dennis Clark, a registered Parliamentarian, will present "Making Your Meetings More Efficient." 1 Recertification point.
- September 28, 2009:** Daniel Guerra, Division Director, Office Team, will present "Ten Tips for Communicating with your Boss" 1 Recertification point.
- October 19, 2009:** Executives' Evening. Dr. Bennie Lambert "Helping People Reach their Potential". 1 Recertification point.
- November 2-16, 2009:** Online Auction. No meeting.
- December 2, 2009:** No meeting – Holiday Social. Toys for Tots Program.
- January 25, 2010:** Pamela Grant, a licensed career counselor in Texas "Create Your Best Year Ever!" 1 Recertification point.
- February 22, 2010:** Richard Bloom - Personal Safety Programs. 1 Recertification point.
- March 22, 2010:** IMPACT meeting & Avery Presentation
- April 26, 2010:** Toastmasters Presentation. 1 Recertification point.
- May 24, 2010:** Election of New Officers / Randy Ransleben
- June 28, 2010:** Installation of Officers – No guest speaker

To register, please visit: <http://medctr.iaap-hq.org>



Save the Date!!

Our Mission

THE MISSION OF THE INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®
IS TO BE THE ACKNOWLEDGED, RECOGNIZED LEADERS OF
ADMINISTRATIVE PROFESSIONALS AND TO ENHANCE THEIR INDIVIDUAL AND
COLLECTIVE VALUE, IMAGE, COMPETENCE, AND INFLUENCE.

<p style="text-align: center;"><u>INTERNATIONAL OFFICERS</u> http://www.iaap-hq.org 2009-2010</p> <p>Susan K. Shamali CPS/CAP..... President Mary Ramsay-Drow CPS/CAP President-Elect Tamra L. Goodall CPS/CAP..... Vice President Janine Joy Riemersma CPS/CAP Secretary Karlena Rannals CPS/CAP..... Treasurer Antoinette Smith CPS/CAP SW District Director</p>	<p style="text-align: center;"><u>TEXAS-LOUISIANA DIVISION OFFICERS</u> http://www.iaap-txla.org/ 2009-2010</p> <p>President..... ..Donna Shotwell CPS/CAP President-ElectMichelle Spradley CPS/CAP Vice PresidentCarla Flowers, CPS/CAP SecretaryFrances McAnear CPS/CAP Treasurer..... Bonnie J. House CPS/CAP</p>
<p>MEDICAL CENTER CHAPTER OFFICERS http://community.iaap-hq.org/IAAPHQ/MedicalCenter/Home/Default.aspx</p> <p>President.....Robbie Moreno CAP President-Elect.....Yvette Banuelos CPS/CAP Vice President.....Angela Hill Secretary.....Melissa K. Menchaca Treasurer.....Dana Mejia CAP Director.....Robbie Loftin CAP Director.....Tomekia Griffin Director.....Yvonne Jones CPS</p>	

2009-2010 Newsletter Committee

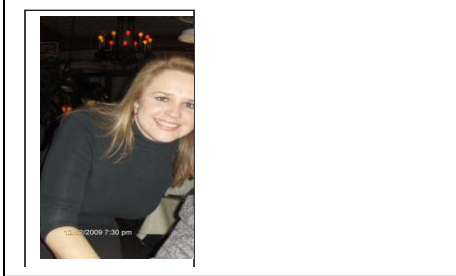
Ron Bouchard CPS/CAP, Editor
Robbie Moreno CPS/CAP
Yvette Banuelos CPS/CAP
Letitia Ivey CPS/CAP



IAAP Medical Center Chapter's

2009 Holiday Social

Toys for Tots Program
120 Toys Donated!



Something to think about...



Q: Why are many coin banks shaped like pigs?

A: Long ago, dishes and cookware in Europe were made of a dense orange clay called 'pygg'. When people saved coins in jars made of this clay, the jars became known as 'pygg banks.' When an English potter misunderstood the word, he made a bank that resembled a pig and it caught on.

Q: Did you ever wonder why dimes, quarters and half dollars have notches, while pennies and nickels do not?

A: The US Mint began putting notches on the edges of coins containing gold and silver to discourage holders from shaving off small quantities of the precious metals. Dimes, quarters and half dollars are notched because they used to contain silver. Pennies and nickels aren't notched because the metals they contain are not valuable enough to shave.

Q: Why do men's clothes have buttons on the right while women's clothes have buttons on the left?

A: When buttons were invented, they were very expensive and worn primarily by the rich. Because wealthy women were dressed by maids, dressmakers put the buttons on the maid's right! Since most people are right-handed, it is easier to push buttons on the right through holes on the left and that's where women's buttons have remained since.

Q: Why do X's at the end of a letter signify kisses?

A: In the Middle Ages, when many people were unable to read or write, documents were often signed using an X. Kissing the X represented an oath to fulfill obligations specified in the document. The X and the kiss eventually became synonymous.

Q: Why do ships and aircraft in trouble use 'mayday' as their call for help?

A: This comes from the French word m'aidez - meaning 'help me' -- and is pronounced 'mayday'.

Q: Why is shifting responsibility to someone else called 'passing the buck'?

A: In card games, it was once customary to pass an item, called a buck, from player to player to indicate whose turn it was to deal. If a player did not wish to assume the responsibility, he would 'pass the buck' to the next player.

Q: Why do people clink their glasses before drinking a toast?

A: It used to be common for someone to try to kill an enemy by offering him a poisoned drink. To prove to a guest that a drink was safe, it became customary for a guest to pour a small amount of his drink into the glass of the host. Both men would drink it simultaneously. When a guest trusted his host, he would then just touch or clink the host's glass with his own.

Q: Why are people in the public eye said to be 'in the limelight'?

A: Invented in 1825, limelight was used in lighthouses and stage lighting by burning a cylinder of lime that produced a brilliant light. In the theatre, performers on stage 'in the limelight' were seen by the audience to be the center of attention.

Q: In golf, where did the term 'Caddie' come from?

A. When Mary, later KNOWN AS Queen of Scots, went to France as a young girl (for education & survival), Louis, King of France, learned that she loved the Scot game 'golf.' So he had the first golf course outside of Scotland built for her enjoyment. To make sure she was properly chaperoned (and guarded) while she played, Louis hired cadets from a military school to accompany her. Mary liked this a lot and when she returned to Scotland (not a very good idea in the long run), she took the practice with her. In French, the word cadet is pronounced 'ca-day' and the Scots changed it into 'caddie.'

Now you know almost everything!

A Stressful Life Isn't a New Concept

By Denise Landers

While technology seems to have speeded up our lifestyle, the relationship between stress and work is not a new notion. It seems the solutions for dealing with stress haven't changed much, judging by a Chicago (U.P.) newspaper article from the wartime 1940's that I came across in going through my husband's old family mementos. His grandfather was a high executive with General Mills from its founding years, and my husband's grandmother had cut out a clipping summarizing a conference session for the nation's "top industrial executives" by Dr. Walter Alvarez of the Mayo clinic, titled "*The Care and Feeding of Executives.*"

Some of the phrasing may seem quaint, but I thought it was intriguing how little advancement we have made in our personal lives as far as controlling stress. The ideas put forth in that presentation and recounted in the article are still just as valid now, and so I'd like to share ways to manage stress in our world today, using the style of the '40s.

Dr. Alvarez cautioned that the high-powered American business executive must get more rest and watch his waistline or suffer dire consequences. Every able executive in industry is a national asset that must be conserved in this wartime period of stress.

The Situation

A busy executive drives hard at his work from nine in the morning to late at night six days a week, holds telephone contact with scores of men in numerous cities and even uses his meal time for dinner engagements to make influential friends. And on those few occasions when he does go out to play a little, he will probably get too tense over that, play golf for \$100 a hole or stay up all night playing poker for high stakes.

The executive often eats too much, smokes too much and wears himself out in emotional outbursts against employees (sic). He spoke of a "choleric old millionaire" who, when he was angry with a man, sometimes threw him out of his office through the glass door.

The Results

The mortality of executives and other over-burdened brainworkers and the incidence of serious degenerative diseases among them, appear to be considerably higher than they are among men who work with their hands. Disturbing emotion leads to formation in the body of a number of powerful drug like substances which produce troublesome symptoms. Emotion can also produce spasm in small arteries, injuries to the heart, brain, kidneys, stomach and joints.

The symptoms of impending nervous breakdown are general impaired health and lack of energy, insomnia, irritability and impatience, ill humor, "jittery spells" and wildly throbbing heart.

The Solution

1. Slow down.
2. Take a month's vacation or at least short, frequent rest periods.
3. Delegate authority to others.
4. If you cannot sleep, take a soporific.
5. Don't smoke or drink too much.
6. If you play, don't play too intensely.
7. Do not get angry.
8. If you are gaining weight, avoid fats and sugars.
9. If your heart muscles are not good, walk and live at a slower pace.

Now if we all would follow that advice, maybe 65 years from now someone will not be reading one of our present-day articles about stress management and thinking how apropos it is for their time.

Denise Landers is the author of [Destination: Organization, A Week by Week Journey](#) and the owner of [Key Organization Systems, Inc. \(www.keyorganization.com\)](#). Based in Houston, she is a national speaker, trainer, consultant and coach providing conference sessions, corporate training, and individual assistance to improve daily work flow and time management skills.

Choosing To Be Happy **Strategies for Happiness: 7 Steps to Becoming a Happier Person**

By Tom Valeo, WebMD Feature

Reviewed by Louise Chang, MD

A popular greeting card attributes this quote to Henry David Thoreau: "Happiness is like a butterfly: the more you chase it, the more it will elude you, but if you turn your attention to other things, it will come and sit softly on your shoulder."

With all due respect to the author of *Walden*, that just isn't so, according to a growing number of psychologists. You can *choose* to be happy, they say. You can chase down that elusive butterfly and get it to sit on your shoulder. How? In part, by simply making the effort to monitor the workings of your mind. Research has shown that your talent for happiness is, to a large degree, determined by your genes. Psychology professor David T. Lykken, author of *Happiness: Its Nature and Nurture*, says that "trying to be happier is like trying to be taller." We each have a "happiness set point," he argues, and move away from it only slightly.

And yet, psychologists who study happiness -- including Lykken -- believe we can pursue happiness. We can do this by thwarting negative emotions such as pessimism, resentment, and anger. And we can foster positive emotions, such as empathy, serenity, and especially gratitude.

Strategy # 1: Don't Worry, Choose Happy

The first step is to make a conscious choice to boost your happiness. Learn good self-management skills, good interpersonal skills, and good career-related skills. Choose to be in environments and around people that increase your probability of happiness.

Strategy #2: Cultivate Gratitude

Perform a daily "gratitude [exercise](#)" by listing a few things that make you grateful. This shifts your mind away from bitterness and despair and promotes happiness.

Strategy #3: Foster Forgiveness

Holding a grudge and nursing grievances can affect physical as well as [mental health](#), according to a rapidly growing body of research. One way to curtail these kinds of feelings is to foster forgiveness.

Strategy #4: Counteract Negative Thoughts and Feelings

You can exert control over negative thoughts and feelings by practicing meditation, rhythmic breathing, yoga, or relaxation techniques to quell anxiety and promote serenity.

Strategy #5: Remember, Money Can't Buy Happiness

Regardless of what we achieve in the pursuit of stuff, it's never going to bring about an enduring state of happiness.

Strategy #6: Foster Friendship

There are few better antidotes to unhappiness than close friendships with people who care about you.

Strategy #7: Engage in Meaningful Activities

People are seldom happier than when they're in the "flow." This is a state in which your mind becomes thoroughly absorbed in a meaningful task that challenges your abilities. Yet the most common leisure time activity is watching TV, which produces some of the lowest levels of happiness.

So it turns out that happiness can be a matter of choice -- not just luck!

<http://www.webmd.com/balance/guide/choosing-to-be-happy>

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