

The PULSE

September 2008

From The President

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Hello Chapter!

I'm Ron Bouchard CPS/CAP, your Chapter President for 2008-2009. We have an exciting year ahead and I'm looking forward to working with all of you.

We've already had our July and August chapter meetings and they were fantastic. At our September meeting, we are having one of our major fund-raising events – Jewelry Expo - and it's being hosted by [Leslie Ordener](#) of

Premier Jewelry. [Leslie Smith-Green](#) from HCC will give a brief overview of the CPS classes being given and their locations. Our main presentation, Monday, will be by **Michelle Spradley CPS/CAP**, T-L Vice President will be presenting "*Heart of a Leader.*" Please come to the September meeting for more information and support your chapter. We have a lot to cover during this meeting so we will begin on time. The meetings are usually held on the 4th Monday of each month; however, due to Hurricane Ike, we've moved September's meeting to the 29th. The registration document for September is attached.

International Convention and Education forum has already come and gone. As usual, convention was phenomenal. There were education workshops, the evening of welcome, the evening of entertainment, classes, banquet, etc. I actually did have a chance to leave the hotel...twice. New Orleans has definitely set a standard. Next year International Convention and Education Forum will be held in Minneapolis. Information on that should be forthcoming or check out [Internationals](#) website.

Hurricane Ike – oh what a joy it was to have him visit. Most of us are still without electricity or water, or both! Be that as it may, we are HERE!!! I've spoken with a couple of you in regards to this issue and how we've coped since "the visit." I found it amazing how easy it was for me to change my schedule to fit the daylight hours. I've even learned how to shave by candle light. The only thing I can't get used to is missing that first cup of coffee at day-break. But you know, I count my blessing at how fortunate I really am to have come through this, like most of us, relatively unscathed – personally.

I send you all blessings,
Ron

New Members Installation

New members who wish to be installed will have the opportunity to do so at the October Monthly Meeting. New members wishing to be installed on October 27th, please let [Marie Barth](#) CPS/CAP. Deadline to inform Marie is October 17th, 2008.

New / Renewed Members

New (since July 1st):

Tina R. Dellahoussaye
Linda L. Irby
Jill B. Hobbs
Marsha L. Ackman
Ernestine B. Shepard

Renewed (since July 1st):

Ron Bouchard
Doreen Brandenberger
Anne P. Sanchez
Elizabeth Easy
Judy L. Weaver
Bertha Rodriguez
Linda Jones
Jacqueline Y. Neal

If I've missed anyone, I do apologize. Let me know and I'll put you in as a correction in next month's issue of the *PULSE*.

Recruitment Award

You knew it was coming and it's finally here -- The Medical Center Chapter will award the person who has recruited the most new members – per quarter – with the “Quarterly Recruiter Award.” This award will be given at the October, January, April, and July monthly meetings. The award is absolutely gorgeous so check it out by [clicking here](#).

Executive's Evening

The planning committee for Executive's Evening has already assembled and begun preparations for this year's event. Executive Evening will be held October 20th, 2008. If you would like to participate on this committee, please contact [Robbie Moreno](#) CPS/CAP.

Chapter Website / PayPal

Slowly, but surely, we are getting the chapter website back up and running. When you have a moment, please [check it out](#). Make sure you click on the different links to see what's going in the chapter. If you have any questions about the contents of the website, please contact [James Conklin](#). **Please note**, from this point forward, if you are paying with a credit card, you will need to request an invoice through PayPal. If you have any questions, please contact [Eric Gagneaux](#).

Seminar Committee

The seminar committee began this year at [Escalante's](#). Committee members were invited to attend an appreciation dinner on July 26, 2008.

James Conklin is this year's seminar chairperson and he would like members of the Medical Center chapter to consider working on the committee if their schedule permits. Individuals working on a committee develop a sense of ownership and satisfaction knowing their effort has contributed to the growth of their organization.

In addition to a rewarding sense of satisfaction, committee members have the opportunity to participate in the decision-making process regarding the activities that will occur at the event.

Responsibilities of the seminar committee include:

- Negotiating location for event
- Identifying a guest speaker
- Determining a topic
- Choosing the menu
- Contacting vendors
- Decorating
- Registration activities.

If any of these functions appeal to you, please contact [James Conklin](#) at 832-367-2209.

Houston T-L Division Officer Training Workshop: Rescheduled

The new date will be November 8, same time and location ([Crowne Plaza Downtown](#)). If you have already registered for the workshop, you are in luck, you don't have to do anything. If you haven't sent in your registration yet, you still have time to register. The registration document will be an attachment to this email. You can also download it from our chapter website.

HCC Takes a Poll

I am taking an "opinion poll" on a potential new course. The course is title "Professional Meeting Planning." This will be for professionals that have the duties of organizing and/or planning events, seminars and focus groups within their organizations.

My question is, would this be a course that, as an Administrative Professional, you believe would be beneficial to your skill set?

Please send me an email giving me your opinion.

Thank You,
[Leslie Smith-Green](#), C.P.P

Trying to Organize Your Email? Keep it Simple

Submitted by Angela Hill

Gina Trapani, Editor for [Lifehacker](#) suggests using just three folders and that's it! Once you read a new message for the first time, you either respond and act on it right away or you move the message to one of these three folders.

1. **Follow-up**, for those messages that still require action from you
2. **Hold**, for emails that require action from someone else
3. **Archive**, for everything else

Try using this simple rule to help you manage your inbox more efficiently.

Monster Blog. *Trying to Organize Your Email? Keep it Simple*. Retrieved August 1, 2008 from <http://www.career-advice.monster.com>

Time management: Tips to reduce stress and improve productivity

Effective time management is a primary means to a less stressful life. These practices can help you reduce your stress and reclaim your personal life.

Submitted by Angela Hill

Do you find yourself overwhelmed by the number of projects you have at work or the depth of these projects? Do you feel the day flies by without your devoting the necessary attention to each assignment because other tasks keep landing on your desk, or because you can't get it all organized?

You probably know that effective time management will help you get more done each day. It has important health benefits, too. By managing your time more wisely, you can minimize stress and improve your quality of life.

But how do you get back on track when organizational skills don't come naturally? To get started, choose one of these tips, try it for two to four weeks and see if it helps. If it does, consider adding another one. If not, try a different one.

- **Plan each day.** Planning your day can help you feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.
- **Prioritize your tasks.** Like many people, you may be spending the majority of your time on a small percentage of your tasks. Prioritizing will ensure you spend your time and energy on those that are truly important to you.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional work.
- **Delegate.** Take a look at your to-do list and consider what you can eliminate or pass on to someone else.

- **Take the time you need to do a quality job.** Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.
- **Break large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done.
- **Practice the 10-minute rule.** Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.
- **Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.
- **Get plenty of sleep and exercise.** Improved focus and concentration will help improve your efficiency so that you can complete your work in less time.
- **Take a time management course.** If your employer offers continuing education, take a time management class. If your workplace doesn't have one, find out if a local community college, university or community education program does.
- **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation.

Mayo Clinic. (2006, August 25). *Time management: Tips to reduce stress and improve productivity 1998-2008*. Retrieved August 1, 2008, from <http://www.mayoclinic.com/health/time-management>