

PULSE

February 2009

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MESSAGE FROM THE PRESIDENT

Welcome to February, Medical Center Chapter!

In just one short month, the Medical Center Chapter will be hosting its annual education seminar. This year, as in years past, this event will take place at the Crowne Plaza Hotel - Downtown on Smith Street. The cost is \$120 for members of IAAP. Please see the flyer attached to this issue of the Pulse for more information.

The Reliant Energy Chapter is hosting this year's Administrative Professional's Breakfast and as soon as I get additional information on this event, I'll forward it to the chapter.

The Texas-Louisiana Division Annual Meeting and Education Forum will be held May 15 - 17, 2009, in Shreveport, Louisiana. Volunteers are needed to serve on the special committees of the annual meeting. These committees are appointed for the specific purpose of serving in various capacities during this meeting and volunteer positions are open to all division chapter members and members-at-large. The committees are only active during the annual meeting and education forum. If you would like to be involved first-hand in the upcoming annual meeting, please indicate which one and please do not hesitate to contact Suzanne Dunbar at dunbars@cpchem.com.

Mark your calendars for the 2009 IAAP Annual Education forum being held in Minneapolis, Minnesota from July 26th – 29th, at the Minneapolis Convention Center. If you have not yet booked your hotel, do so quickly as some special rate rooms are already sold out. Click on the following link to make your hotel reservations. <http://www.iaap-hq.org/events/convention/hotel.html>

I wish you all the best.

Ron

Board Reports

Community Service



December 10, 2008

Volunteer Services
Division of Public Affairs
(713) 792-7180
FAX: (713) 794-4282

Ms. Yvette Banuelos
IAAP Medical Center Chapter
c/o University of Texas M. D. Anderson Cancer Center
1515 Holcombe, Unit 1354
Houston, TX 77030

Dear Friends:

On behalf of the Department of Volunteer Services, I would like to thank you for your generous and thoughtful donation of paperback books.

Volunteer Services strives to provide quality programs of service and support to patients and their families. Your gracious gift will help us continue with our mission.

You will soon receive an official institutional receipt from M. D. Anderson Cancer Center's Development Office; however, I wanted to thank you personally for your involvement in our efforts.

Sincerely,

A handwritten signature in cursive script that reads "Susan P. French".

Susan P. French
Executive Director, Volunteer Services

SPF:ebg
cc:Development Office



EXTRA, EXTRA! READ ALL ABOUT IT!

Inter-City Council Events...

The West Houston Chapter presents “Dressing, Social & Dining Image Seminar”, by Magoe Johnson of Images by Magoe, at the Sheraton Houston West Hotel, on Saturday, February 21, 2009. The cost for the seminar is \$40.00 for IAAP members and \$45.00 for non-members. Three educational recertification points will be awarded for this seminar. The deadline for all registrations is Friday, February 13, 2009. For more information, contact Melanie Pollack at 281-654-4955, or by e-mail at Melanie.r.pollack@exxonmobil.com.



Quotes of the Month...

"There are admirable potentialities in every human being. Believe in your strength and your youth. Learn to repeat endlessly to yourself, 'It all depends on me.'" -- Andre Gide

"Find what you love to do. Find your passion. Know what makes you want to get up in the morning, that's all you need." —Condoleeza Rice

Dealing with Interruptions When the Culprit is YOU

Some of the basic tenets of time management revolve around the concepts that:

- Multitasking is less effective than working on one thing at a time
- Uninterrupted blocks of time enable you to focus and get more done faster

You know that these two points are valid when you come into the office early or stay late because you are not interrupted. It is the perfect setting for being “in the zone.” You can concentrate and get detailed work completed.

However, instead of extra hours, ideally you should be able to find a time within the work day, at least one to one-and-a-half hours, where you can book time to concentrate. The best scenario for that focused time during the day would be:

- Blocked into your schedule
- Door shut
- Phone calls dropping into voice mail
- Email program closed

Now suppose you have done everything to limit interruptions and be able to focus. But then...you still find that you are frequently distracted. And who is it that is interrupting your thought process? YOU are.

Personal distractions can take several forms:

1. **Pending tasks:** “I have to remember to buy bread on the way home.”
2. **Creative Sidetracks:** The current job triggers a new idea for another project
3. **Looming threats:** “I have to get this done or else....”
4. **Flights of Escape:** “This work is so boring. I’d love to be on the beach right now.”
5. **Emotional Issues:** An argument with your spouse, worry over personal finances, an ill child

When you find yourself off-task, determine into which one of the categories the mental interruption falls. Then take action to refocus as quickly as possible. What can you do to quickly get back on track?

A. **Recognize** the pattern:

1. What type of distraction is it?
2. How often are you interrupting yourself this way?

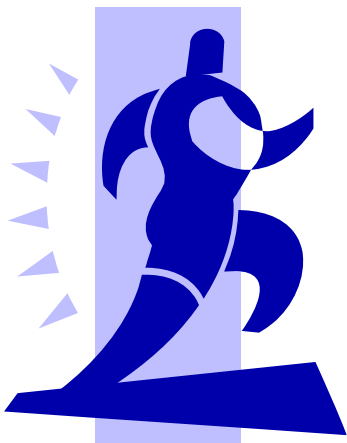
B. **Record** the thought:

1. **Pending Tasks:** The activity you need to remember
2. **Creative Sidetracks:** That idea you want to pursue
3. **Looming Threats:** The worst possible thing that honestly could happen
(Real consequences are often less than imagined.)
4. **Flights of Escape:** The reward for focusing now—your motivation
5. **Emotional Issues:** The next step needed in dealing with the matter.

When you identify the distraction and make a note of the thought, you can set it aside without continuing to veer off course or worry about forgetting. The notes can then be dealt with at the end of the hour or assigned a future date.

With practice, you will find that you become ever more productive in the blocks of time that you assign for concentrated activities.

Jumpstart Your Work Day in Just Ten Minutes



When you walk into work in the morning, do you ever find yourself wondering where to start first? There's the flashing light on your phone, indicating you have messages to check. The inbox on your desk has spawned more paperwork overnight. And who knows what urgent emails are waiting for you once you turn on your computer.

Instead of running for the hills, try this quick way to get your efficiency going in the morning. Give yourself ten minutes at the start of each day to tackle these five tasks (spending no more than two minutes on each):

- Checking your voicemail
- Going through your inbox
- Opening your email
- Reviewing your calendar
- Creating your daily to-do list

“Every action and activity should make a positive contribution to your plan,” says Pat Mayfield, president of Pat Mayfield Consulting, LLC in the article [Increase Your Efficiency at Work](#). Make these tasks the first things you do, whether you feel like it or not. Pretty soon, it will become routine. “More often than not,” says Mayfield, “your motivation will catch up with your actions.”

Compliments of www.Avery.com

Money-Saving Tip of the Month...

To save on your electric bill, unplug everything in your home when it's not in use. Appliances, TV sets and lamps that are plugged in pull in energy even if they are turned off. This small change will add up in savings on your next billing statement.

The Medical Center Chapter - IAAP®

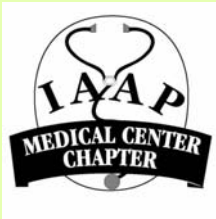
Presents

THELMA ELLEN, Ph.D. “MANAGING YOUR BOSS”



“Strategic Skills for Administrative Professionals”

The Medical Center Chapter IAAP®
8th Annual Educational Seminar
Friday, March 13, 2009
8:30 a.m. to 4:30 p.m.



Crowne Plaza Hotel Houston-Downtown
1700 Smith Street, Houston, Texas 77002

Here's What You'll Learn!

- How to effectively manage upward
- The importance of recognizing the value of the boss-subordinate relationship
- How to take action and make demands (respectfully, of course)
- To take responsibility for your boss' deficiencies
- Give positive and negative reinforcement
- To choose your words appropriately
- To focus on what you can change

Thelma Ellen, PhD, MSSW, ACSW, LCSW, LPC, LMFT Diplomate and Clinical Social Worker. She has been employed by the Harris County Hospital District since 1981 and currently serves as an Administrative Director. She is well known for presenting workshops, seminars and conferences on a local, state and national level in areas related to clinical leadership and professional development.

She is the author of "The Expression of Generativity." She has received a service award for Area Chair (University of Phoenix), an Individual Service Award and an Outstanding Community Award (Organization of Social Work) and has been a the faculty member for the University of Houston.

Registration Fee

Members: \$120

Non-Members: \$130

Registration includes

- Valet Parking
- Continental Breakfast
- Lunch
- Afternoon Snack
- Workshop Materials and Handouts

For more information call

Angela Elemeuwa, CPS

Seminar Chairperson

1-888-608-9993

****First 25 entries will be submitted for the Early Bird Drawing****

CALENDAR

Dates to Remember 2009	
Professional Educational Conference, Nashville, TN	March 9 – 11, 2009
Medical Center Chapter Annual Seminar – Crowne Plaza Hotel - Downtown	March 13, 2009
Administrative Professionals Week	April 19 – 25, 2009
Administrative Professionals Day "Excellence in Action"	April 22, 2009
CPS/CAP Spring Exams (Application Deadline: 2-15-09)	May 1 – 2, 2009
Texas-Louisiana Division Annual Meeting and Education Forum – Hilton Convention Center, Shreveport, LA	May 15 – 17, 2009
International Convention and Education Forum, Minneapolis Convention Center, Minneapolis, MN	July 26 – 29, 2009
2009 Certification Conference – Portland Marriott Downtown Waterfront, Portland, OR	Oct. 18 – 21, 2009

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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.

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Ron Bouchard, CPS/CAP
Robbie Moreno, CPS/CAP

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4796 Beechnut • Houston, Texas 77096 • elaines@elainesflorist.com



Source: <http://www.elainesflorist.com/>



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