



2011-2012

# Heart of Peachtree Chapter Meeting February 28, 2012

## “Making the Leap to Remarkable” Georgia Division of the International Association of Administrative Professionals



### MEETING DATE/TIME

Tuesday

February 28, 2012

11:30 a.m.—1:00 p.m.

### MEETING LOCATION

Lobby Training Room #1

Georgia-Pacific Center

133 Peachtree Street NE

Atlanta, GA 30303

### MEETING HIGHLIGHTS

- Lunch
- Program
- Brief items of business
- Giveaway for Retirement Trust Fund
- Other giveaways

### FOR ASSISTANCE ON

MEETING DAY

Call 678-333-7306



## “Getting Organized” Avery Dennison program presented by Keri Walling

Each chapter year, the Heart of Peachtree chapter plans a program regarding the use of Avery Dennison products. On February 28, Keri Walling will be with us to give this annual presentation. We always look forward to having Keri speak for us.



Keri Walling

During this program, you will discover valuable tips to:

- ◆ *Manage incoming information overload*
- ◆ *Organize email and computer files*
- ◆ *Establish order in your workspace*
- ◆ *Organize multiple people*
- ◆ *Software and Formatting Solutions*

Keri Walling is employed by The Highlands Group. She represents a number of clients, including Avery Dennison. Keri is also a former associate member of the Heart of Peachtree chapter.

The meeting will be held on Tuesday, February 28, 2012. We will meet in Lobby Training Room #1 in Georgia-Pacific Center. Chapter meeting

fees are \$20—this includes lunch. Reservations for members and guests are mandatory and must be honored. Please contact Rita Blanding no later than noon on Friday, February 24. You may reach her by calling **404-589-7032** or you may email her at this address: **blanding\_rita@bah.com**.

Application has been made for one recertification point. Each attendee will receive a complimentary packet of office products!!

**Discover Your Career Passion and**



**Step Out of the Box!**



**Heart of Peachtree Chapter, IAAP**  
Georgia-Pacific Center  
133 Peachtree Street NE  
Atlanta, GA 30303