



2011-2012

“Tips for the Trade”

Heart of Peachtree Chapter

Georgia-Pacific Center © 133 Peachtree Street NE © Atlanta, GA 30303

August, 2011 — Volume 18, Issue 2

“FROM THE PRESIDENT’S PEN”

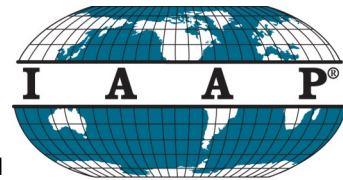


Deborah Daniels
President

Greetings, Ladies of Heart!

We are in the first quarter of 2011 already. I hope that everything is progressing well for you. Let’s review and continue with the Pillars for Living from “**Passion and Purpose – The Beacon of Professionalism,**” to “**Making the Leap to Remarkable.**” The pillars previously covered were:

- ◇ **Discover Who You Are**
- ◇ **Practice Gratitude**
- ◇ **Focus Attention on What You Want (not what you don’t want)**
- ◇ **Open up to Abundance**
- ◇ **Use Everything for Your Growth and Benefit**
- ◇ **Set Effective Boundaries**



International Association of
Administrative Professionals®
Heart of Peachtree Chapter

Now let’s take our next “Leap to Remarkable”...

Develop Your Intuition/Inner Wisdom

Your intuition/inner wisdom is a great ally. It always knows exactly what is going on in any situation. Developing a relationship with your intuition so that you can distinguish its voice from all the other voices, will help you live with more ease and flow.

Connect To Your Feelings

Your emotions are a great barometer to how connected you are to God/Source/Spirit/Inner Wisdom, and thus, to abundance and possibility, at any given time. It’s simple, when you feel good, you are connected.

If you don’t feel good, you are temporarily disconnected. Using your emotions as a compass, you can bring yourself into alignment with possibility and abundance whenever you choose.



Logo created for 2011-2012
Georgia Division year to be used by
President Barbara Wiley, CPS/CAP

Discover Your Career Passion and



Step Out of the Box!

Take Care of Your Body, Mind and Spirit

Your body is a great reflection of what is going on inside you. Your body often speaks to you through physical sensations, ailments or disease. Take care of your body by listening to its messages – give it time to rest, nutritious food and plenty of exercise. Take care of your mind by learning to work with your thoughts and beliefs so that they empower you. Take care of your spirit by doing that which feeds your soul on a regular basis.

Ladies of Heart, hopefully this segment will assist you in continuing the journey, in

“Making Your Leap to Remarkable.”

Deborah Daniels
President

MEETING DATE/TIME

Tuesday, August 23, 2011

11:30 a.m.—1:00 p.m.

MEETING LOCATION

Atlanta Room, 51st floor

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

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AUGUST MEETING FEATURES TEAMWORK



Evelyn Watkins

At the July meeting of the Heart of Peachtree chapter, our speaker, Demetrice Clayton, CPS/CAP, presented a program on leadership. On August 23, we are following up on the subject of leadership with a program about teamwork.

Our speaker for August will be Evelyn Watkins. She will be presenting a program entitled, “Teamwork Makes the Dream Work.” Evelyn is a dynamic conference speaker, trainer, life coach and mentor, whose extensive personal development experience has separated her from her business contemporaries. Finding her first footing in the inspirational arena, Evelyn has grown and evolved into a highly sought after life coach, corporate development liaison and captivating speaker.

As a speaker, Evelyn commits to every conference and training with zealous research and preparedness. A wise, studious and knowledgeable trainer, she understands that information alone is not enough to maintain

the interest and attention of any audience. Her charismatic style, dramatic poise and humorous deliveries have made her a much demanded facilitator who is ALWAYS requested again and again.

The meeting will be held on Tuesday, August 23, 2011. 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, August 19. You may reach Rita by calling **404-589-7032** or you may email her at this address: **blanding_rita@bah.com**. One recertification point has been requested.

BYLAWS CORNER

Hello HOP Members! It has been quite some time since the HOP Bylaws and Standing Rules have been updated and I need your help. Thinking through this process, I thought it would be easy by playing a game of trivia each month, which will force each of us to read and point out items that need to be reviewed or changed. I’m sure many of you already know the purpose of the Bylaws and Standing Rules—they serve as a guide/helm to the Board on how to run or oversee the chapter and its affairs. This year as Bylaws Chair, my purpose is to educate those who may not be aware and remind members who have simply forgotten this important document and all that it contains. With these thoughts in mind, each month I will pose a “trivia question” which will prompt you to research the answer. At the end of the year, my goal will be accomplished, helping familiarize each of you where items of importance pertaining to the chapter may be easily obtained.

So, come on let’s get this show started! If you don’t have a copy of the existing Bylaws and Standing Rules you will need to e-mail me at **vlbaldwi@gapac.com** to get a copy. A surprise gift will be given to the winner from time- to- time so be ready to answer on a moment’s notice. Let’s begin with our first trivia question for the chapter year:



Trivia Question #1: “In what Article should the Chapter Name and Meeting Location be stated?”

Valisha Baldwin, CPS
Bylaws Chair

2011-2012 COMMITTEE CHAIRS

**ADMINISTRATIVE
PROFESSIONALS WEEK**
Rita Blanding

ARRANGEMENTS
Rita Blanding
Thelma Salley

BYLAWS/STANDING RULES
Valisha Baldwin, CPS

COMMUNITY SERVICE
Deborah Daniels

CPS/CAP/EDUCATION
Deborah Daniels,

FRIENDSHIP SERVICE
Faye Sawyer

MEMBER OF EXCELLENCE
Rita Blanding

MEMBERSHIP
Toni Creighton, CPS/CAP

NEWSLETTER
Vicki Huxford, CPS/CAP

PUBLICITY
Vicki Huxford, CPS/CAP

**RETIREMENT TRUST
FOUNDATION**
Rose Grant, CPS/CAP

SUNSHINE FUND
Rosalind Tyler

WAYS AND MEANS
Faye Sawyer

2011-2012 GEORGIA DIVISION OFFICERS

Barbara Wiley, CPS/CAP
President

Jenny Stewart, CPS/CAP
President-Elect

Valerie Carter, CPS/CAP
Vice President

LaVonne Goldschmidt, CPS/CAP
Secretary

Bonnie Judy, CPS/CAP
Treasurer

“GIVE TO RTF FOR A CHANGE”

Bring your wallet to our next chapter meeting. There will be a special container in which to deposit your loose change for the Retirement Trust Foundation (RTF) for IAAP for donations.



MANAGING TIME WITH AN IPHONE

Since many of our corporate clients now use an iPhone, it was time for us to explore this new PDA. It was important to look at this as a tool for managing **time** and **information** as we do with the Blackberry. While everyone agrees it is an awesome gadget with cool apps, it is also a great **productivity tool**...if you know how to use it!

What we found out

1. **Syncing with Outlook®** - You can synch with Outlook®. You will need the account settings and the IT department can help with this.

2. **What synched** - The calendar, contacts, and emails from Outlook® automatically synched. There was a notes app on the phone and Outlook® Notes did sync the first time. In order for them to continue to synch, log into your iTunes account. You will need to use the cord that came with the iPhone to access your device settings. Under *Info*, find *Advanced* then check the box next to notes.

3. **More about Notes** - In the notes app the only choice you have for viewing is by date created. After some research, we found if you opened the notes app and touched the very top (almost in the black) a search box would open. Good...but not great.

4. **Contacts** - Make sure you have a clean contact list! Do not combine people (John and Jill Smith). Each person will need their own contact record. Spending time cleaning up, deleting, and adding new contacts will pay off.

5. **Outlook® Tasks, Notes, and Out of Office** - We found a free app called imExchange 2 that would synch Outlook® Tasks and Notes, as well as provide an out of the office utility. The first try did not go well. The settings that worked for email did not work for imExchange 2. After several support calls, we decided the app would not work. By the way, **DO NOT PURCHASE** the paid app...it does not work and Apple gave us a credit.



6. **Second try imExchange 2** - A few days later our IT department had another solution. They ask us to delete the app, download it again, and this time use a different server setting. Using mail. (our server name) .net worked for us. Outlook® Notes, Tasks, and the out of the office feature appeared. The benefit in this feature is the ability to view tasks and notes by name or subject and categories.

7. **How we use the iPhone and the Walking Desk™ (Outlook® in a printed format)** - If you are familiar with our training, you know that we create folders under the Inbox to help manage emails when away from the computer. Folders such as READ and FILE can eliminate double processing of emails. For example, if you receive an email to be read, simply file it in the READ folder. Reading is now grouped together and can be viewed when time permits.

Calendar and tasks can be viewed from the iPhone but we recommend that you print the monthly calendar (3 months) and task list when away from the office. The reason...it is easier to see the calendar rather than trying to view each day on the iPhone. Tasks can be quickly written down and added later to Outlook. This simple system allows easy access to information when traveling or in meetings.

SUMMARY

Just like the Blackberry, the iPhone is a great communication tool. Combing this tool with our Walking Desk™ will ensure that you work smarter when away from the computer. We are still learning and will be passing along new tips and shortcuts to improve your personal efficiency and productivity.

Reprinted by permission Productivity Tips Newsletter, July, 2011, published by DJ Consultants, Inc. Check out their new website at www.djconsultants.com and their blog at <http://djctimemanagementtips.blogspot.com>

JULY MEETING HIGHLIGHTED



Demetrice Clayton, CPS/CAP

The July meeting of the Heart of Peachtree chapter gave a great start to the new chapter year. Demetrice Clayton, CPS/CAP, past president of the Georgia Division of IAAP and member of the Cherokee Rose chapter, spoke on the topic, "LEADERSHIP: Do You Have What It Takes?"

All attendees enjoyed the program. A delicious meal was enjoyed by all and several items were given away.

UPCOMING EVENT FROM IAAP

October 9-12, 2011
Fall Conference
Sheraton San Diego
San Diego, California



COMING ON SEPTEMBER 27

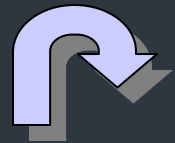
"Parliamentary Law & Protocol"
Presented by Tava Kirk, CPS

FUTURE SITES OF THE EDUCATION FORUM AND ANNUAL MEETING

- 2012 – Grapevine, Texas
- 2013 – Anaheim, California
- 2014 – Milwaukee, Wisconsin
- 2015 – Louisville, Kentucky



The Heart of Peachtree chapter was well represented at the Leadership Training session held by Georgia Division on Saturday, August 6, in Columbus, Georgia. Pictured above are (L-R): Vicki Huxford, CPS/CAP, Vice President; Valisha Baldwin, CPS, Director; Deborah Daniels, President; Faye Sawyer, Treasurer; Toni Creighton, CPS/CAP, Membership Chair; and Rita Blanding, Secretary.



HOP CHAPTER MAILING ADDRESS

Heart of Peachtree Chapter IAAP
PO Box 170431
Atlanta, GA 30317-0431

**2011-2012 UPCOMING
CHAPTER MEETING
DATES AND PROGRAMS**

SEPTEMBER, 2011
 Tuesday, September 27
 Speaker: Tava Kirk, CPS
 "Parliamentary Law & Protocol"

OCTOBER, 2011
 Tuesday, October 25
 Executive Appreciation Luncheon
 Speaker: Dr. Darryl Harrison
 "Learning Styles"

NOVEMBER, 2011
 Tuesday, November 15
 Membership Impact Meeting

DECEMBER, 2011
 Tuesday, December 13
 Holiday Luncheon
 Member Appreciation

JANUARY, 2012
 Tuesday, January 25
 Speaker: Faye Sawyer
 "Customer Service"

FEBRUARY, 2012
 Tuesday, February 28
 Avery Dennison
 Speaker: Keri Walling

MARCH, 2012
 Tuesday, March 27
 To be announced

APRIL, 2012
 Tuesday, April 24
 Administrative Professionals Week
 Speaker: Cindy Cannon
 "Is Time Managing You?"

MAY, 2012
 Tuesday, May 22
 Business Meeting

JUNE, 2012
 Tuesday, June 26
 Installation of officers



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|--|---|--|



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info_atlanta@dolce.com



* Subject to availability. Not available with other discounts, promotions or previously contracted business.

Information submitted by Meredith Alaimo, employee of Dolce Atlanta-Peachtree and Associate Member of the Heart of Peachtree chapter.

COMMUNITY SERVICE COMMITTEE PLANS PROJECTS

Several projects are planned for Community Service in which HOP members can participate. Please make a note of these upcoming chapter projects:

- September/October:** Professional dress clothing collected for Atlanta Women's Shelter
- November:** Canned goods for Atlanta Food
- December:** Toys for Tots

Deborah Daniels
 Community Service Chair

TO GET A JOB, YOU MUST HAVE A JOB

Abridged: Moneyland - Time

NEW YORK, NY -- A few disturbing job ads surfaced earlier this year requiring that candidates "must be currently employed" to be considered for some current job openings. Nowadays, the practice of hiring only those who already have jobs is commonplace. The sad, horrendously frustrating irony, of course, is that the people who need jobs most--the long-term unemployed--are being excluded, written off without a moment's thought.

Federal hearings inquiring as to whether such hiring practices were tantamount to discrimination were held months ago. Yet, as the New York Times reports, hundreds of ads at popular job-hunting sites state that employers would only hire candidates who currently hold jobs or were laid off very recently. Apparently, there's nothing illegal about the practice. States could ban such language from appearing in job ads--New Jersey did so, and New York as well as Michigan may follow suit--but even if the words don't appear in job postings, hiring managers could easily keep on deleting the resumes of those who haven't been employed in quite some time. It'd be extremely difficult to prove that an employer didn't hire someone strictly because the person was unemployed.

Being out of a job for a few months can seriously hurt your chances of landing a new job, or even snagging an interview. So long as hiring remains slow, and the pool of people looking for jobs remains vast, it's important for job seekers to fill in the gaps of their resume. The unemployed should consider obtaining internship or part-time and freelance work opportunities. Often, a part-time or freelance job can turn into a full-time job opportunity. What are you doing in your free time while unemployed?

ASK FOR FEEDBACK AFTER A FAILED INTERVIEW

Abridged: Mark Burch Coaching

MIAMI, FL -- Career coaches hear repeatedly that job seekers wonder why they didn't get a particular position. The problem was that they didn't get feedback after the interview. Granted, hiring managers or recruiters aren't required to give any explanation, but local career coach Mark Burch says it never hurts to ask. It is always OK to reach out and question the hiring manager/recruiter. In fact, if you're getting interviews but not getting the job, then it's a must. This not only helps you from the feedback perspective, it can help you in future interviews.



The key in requesting feedback from an interview is to be tactful and polite. Don't push too hard and don't appear hostile. If the problem is not a mismatch in qualifications, but rather a deficiency in your interviewing skills, getting this feedback will help prepare you for the next one. You may also want to take notes during your interview. Stay

engaged, but keep up with what you and the interviewer talked about. Afterward, go through each topic and recall your responses.

Did you answer each question in a clear and concise fashion? Do you remember a particular reaction from the interviewer that didn't seem quite right? In summation, it's OK to ask, "Can you give me an idea of what I can work on so that I'm better prepared for the next interview?" If you ask for feedback, you might just get incredible insight that helps you not only get the next interview, but impressively

HOW TO DRESS FOR AN INTERVIEW

Dress for interviews like you already fit into the company. If the company is a casual dress company, wearing a business suit will make it hard for them to imagine you as a future employee. Our advice is to dress one level above the company's typical dress. For example, if male employees wear khakis and golf shirts to work, you should wear slacks, a shirt, a blazer, and skip a tie for the interview. If female employees wear slacks and a nice top to work, you should wear a pant suit or skirt, blouse and a jacket.

—Jobfox networking, jobfox.com



2011-2012

International

NEWS FROM INTERNATIONAL: AUGUST MESSAGE FROM THE PRESIDENT

(Excerpts from the International President's message to Division and Chapter Presidents and Presidents-Elect)

Wow! I'm still recovering from my time in Montreal. I'm sure those of you who attended are doing the same thing. At EFAM we're up early and go to bed late with activities packed in every hour of the day. I enjoyed something different about this year...no, I'm not talking about giving the incoming president's speech, although I did enjoy that. I'm thinking of my husband, Mark, who joined me for EFAM for the first time this year. This was also the first time he'd ever spoken to a crowd that big. Last month held a lot of firsts for the Goodall family.



Tamra Goodall, CPS/CAP
International President

Now I'm home and back at work at the West Virginia Hospital Association, gearing up for our own conference. In my day job I work for an association and I help get everything organized for our annual conference so I know how much work goes into it. Thanks to everyone who helped this year—staff and all the volunteers! Connecting with members is always a highlight of every EFAM. I'm already thinking about EFAM 2012 in Grapevine.

It's official! We're Making the Leap to Remarkable. If you need the international theme logo, we have one for you. Just visit the web community and go to the International Library. It's in the "Logos" folder.

Since this is the beginning of a new IAAP year, it's a good time for leaders in the association to review the IAAP Process Plan. It's a fluid document, something we review and update every year. If you haven't read it already, or if it's been a while, take a few minutes to look it over. You may get a fresh understanding about our Leap to Remarkable.

Congratulations go out to everyone that participated in last year's Pathways to Excellence program. I'm excited to see the numbers up this year. Good job to everyone that participated. Here are the final tallies for 2010-2011:

Members of Excellence – 1,602 up from 1,488 last year
Chapters of Excellence – 212 up from 199
Divisions of Excellence – 25 up from 20

To complete the year, audits on submissions need to be done. Those who are randomly chosen for an audit will be notified by August 15 and you will have until August 31 to return program verification to the auditors. If you are chosen, all the information on procedures will be spelled out for you so you'll know exactly what to do.

[Fall Conference](#) registration is open and filling up fast. This is our final Fall Conference and it's going to be an excellent one in beautiful San Diego. Join us Oct. 9-12 at **Fall Forward: Hot Topics for Tomorrow's Workplace**. You can also sign up for an optional Sunday workshop from Annette Marquis of TRIAD Consulting. Learn the latest in Microsoft Office, Google apps and how to combine the two for expert proficiency.

Thank you for making the leap to serve as an IAAP leader this year. As leaders, you are helping to shape the future of IAAP. Let's do it together this year by Making the Leap to Remarkable.

Tamra Goodall, CPS/CAP
International President

2011-2012 OFFICERS

Deborah Daniels
President

Vicki Huxford, CPS/CAP
Vice President

Rita Blanding
Secretary

Faye Sawyer
Treasurer

Valisha Baldwin, CPS
Director

BOARD MEETINGS

Second Tuesday of each month (except December)

Usually held by conference call. Otherwise, location will be announced.

CHAPTER MEETINGS

Fourth Tuesday of month (third Tuesday in November and December)

Georgia-Pacific Center
133 Peachtree Street NE
Atlanta, GA 30303

Meeting rooms announced monthly— subject to occasional change.

VISIT OUR WEB SITE

www.iaap-hop.org

