



2011-2012

“Tips for the Trade”

Heart of Peachtree Chapter

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

September, 2011 — Volume 18, Issue 3

“FROM THE PRESIDENT’S PEN”



Deborah Daniels
President

Greetings, Ladies of Heart!

So far this year my column has focused on the twelve pillars for living from “**Passion and Purpose – The Beacon of Professionalism**”, to “**Making the Leap to Remarkable**”. Let’s review the first nine:

- ◆ **Discovering Who You Are**
- ◆ **Practicing Gratitude**
- ◆ **Focusing Attention on What You Want (not what you don’t want)**
- ◆ **Opening up to Abundance**
- ◆ **Use Everything for Your Growth and Benefit**
- ◆ **Setting Effective Boundaries**
- ◆ **Developing Your Intuition/Inner Wisdom**
- ◆ **Connecting to your Feelings**
- ◆ **Taking Care of Your Body, Mind and Spirit**

The final three pillars are:

Take Consistent and Inspired Action

Explore, try new things, succeed, learn, grow, fail, get up and try again – these are all part of the journey. Don’t wait to be absolutely sure that you are on the right track before you try something new. Only through experience and exploration, can you say “yes, this is it!” or “no, this is not it.”

Trust the Timing/Enjoy the Journey

Trust the timing of the process. Sometimes what seems like veering way off course is exactly what is needed to get you to where you want to go. The important thing is to enjoy the journey!

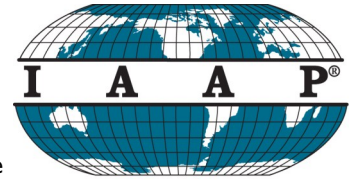
Create Community

We are social beings: it’s hard to do this alone. Surround yourself with supportive and positive people who are also on the journey of self-discovery and living from passion and purpose.

Ladies of Heart, after reading the series on “Making the Leap to Remarkable”, I hope that these pillars were inspiring and help you move towards living from passion and purpose to equipping you to make your own personal,

“Leap Towards Remarkable”

Deborah Daniels
President



International Association of
Administrative Professionals®
Heart of Peachtree Chapter



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!

MEETING DATE/TIME

Tuesday, September 27, 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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SEPTEMBER MEETING OFFERS INSTRUCTION



Tava Kirk, CPS

After chapter programs on leadership (July) and teamwork (August), the September program will offer instruction in parliamentary procedure. Our speaker for the meeting will be Tava Kirk, CPS. Any Georgia Division member of IAAP knows Tava as a regular attendee and participant in division events. She will speak to our chapter on the topic, "Parliamentary Law & Protocol."

For 45 years, Tava Kirk was an executive assistant, a career path she chose during high school. She was employed by Cox Enterprises, Inc. for 34 of those years, until her retirement in July of 2011.

Tava has been active in IAAP for 35 years and served as Atlanta Chapter President in 1980-81. She has also served at the Southeast District and Georgia Division levels in positions such as Coordinator for the 1990 Southeast District Conference in Atlanta and Co-Coordinator for the 2006 Georgia Division Career Development Workshop.

The meeting will be held on Tuesday, September 27, 2011. We will meet on the 51st floor of Georgia-Pacific Center, in the Atlanta Room. 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, September 23. You may reach Rita by calling her at this number (**404-589-7032**) or you may email her at this address: **blanding_rita@bah.com**. One recertification point will be awarded for this meeting.

REVIEW OF LEADERSHIP TRAINING

On Saturday, September 17 the second Georgia Division leadership training for the year was held at the CNN Center. The session was broken into two halves. The first half focused on "How to Make Your Workplace Meeting Flow Smoother," utilizing your chapter Bylaws and Standing Rules and utilizing proper Parliamentary Procedures.

Mary Linde, CPS, Past Georgia Division President and Bylaws & Standing Rules Chair, jump started the meeting participants with a game of Bylaws Bingo. Bingo in any setting is always fun. But, Bylaws Bingo was particularly exciting because, as we played, we began to memorize each section of the Bylaws. At the end of the game, we were all winners because we learned so much and we knew what each section of the Bylaws contained.

Next in line was Tava Kirk, CPS, Georgia Division Parliamentary Advisor who prepared a skit and had several of our members act out parts as she taught the correct and incorrect use of Parliamentary Procedures. The most important aspect of the training was understanding that our chapter meetings are run or guided in accordance with the Robert's Rules of Order book on Parliamentary Procedures and that every member deserves the right to be heard in a discussion.

The second half of the session focused on Georgia Division Committee Chairs, Counselors and Appointees. Each chair job description and responsibilities were reviewed for the year. After that, each chair gave a report of their respective committee progress to date. This was really informative and allowed others to ask questions to take back to their chapter presidents and members. The attendees left the leadership training highly enthused and ready to put into action what they learned.

Submitted by 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

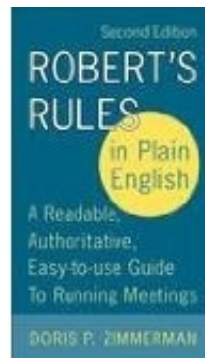
NEWSLETTER
Vicki Huxford, CPS/CAP

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.



HOP ANNIVERSARY

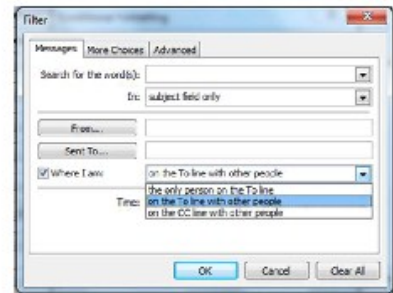
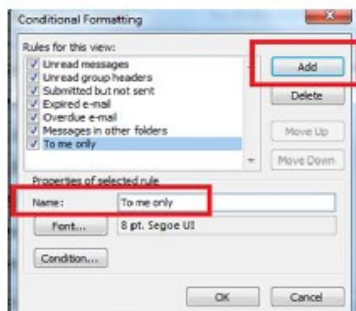
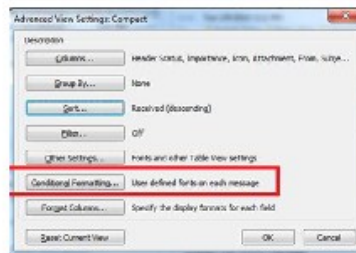
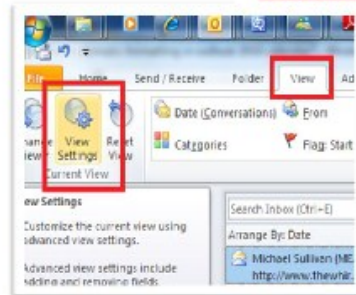
Vicki Huxford, CPS/CAP
September 1, 2001 (10 years)

COLOR CODING IN OUTLOOK

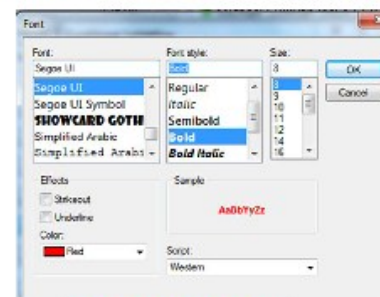
Rita Blanding, current HOP secretary, shared with us a feature for color coding incoming emails. She says, "This is a cool feature for flagging incoming emails from your manager, client, etc., in a particular color so that you can easily spot these emails amongst all the rest. I thought this might be helpful for some of you."

Here's how to color code e-mails:

OUTLOOK 2010 INSTRUCTIONS



You can also click the "from" field and select a specific person that you want to show up as a certain color.



Click ok and you are done!

OUTLOOK 2007 INSTRUCTIONS

1. Click **Tools** and select **Organize**.
2. Above your **Inbox**, **Ways to Organize Inbox** pane will appear.
3. On the left of the pane, select **Using Colors**.
4. Go to the **Inbox** and select a message from the sender whose messages you want to color-code.
5. Go back to the **Organize** pane.
6. After **Color** messages, select **from** (from the dropdown). In the textbox next to the dropdown, you will see the name of the desired sender. Select the desired color from the next dropdown and click the **Apply Color** button.
7. Repeat the above steps for each sender whose messages you wish to color-code. When finished, close the **Organize** pane by clicking the **x** in the upper-right corner of the pane.



If you would like to write or submit an article for "Tips for the Trade," please contact Vicki Huxford at this email address: vickihuxford@gmail.com

AUGUST MEETING HIGHLIGHTED



Pictured (L-R) at the August chapter meeting are: Deborah Daniels, HOP President; Evelyn Watkins, speaker; Toni Creighton, CPS/CAP, Membership Chair; Rosalind Tyler, Sunshine Fund chair

At the August meeting of the Heart of Peachtree chapter, all attendees enjoyed an excellent presentation by our speaker, Evelyn Watkins. She spoke on the topic, "Teamwork Makes the Dream Work." The presentation was both instructional and inspiring!



Pictured (L-R) are Past President, Valisha Baldwin, CPS, and Rose Grant, CPS/CAP..

One of the highlights of the meeting was the presentation of the scrapbook to Past President, Valisha Baldwin, CPS. Rose Grant, CPS/CAP, prepared the scrapbook and made the presentation.

UPCOMING EVENT FROM IAAP

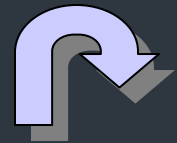
October 9-12, 2011
Fall Conference
Sheraton San Diego
San Diego, California



FUTURE SITES OF THE EDUCATION FORUM AND ANNUAL MEETING

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

COMING ON OCTOBER 25
Executive Appreciation Luncheon
Program: "Learning Styles"
Presented by Dr. Darryl Harrison
from Point University



COMMUNITY SERVICE PROJECT ANNOUNCED

For the month of September, the Community Service Committee's project will be donation of women's clothing (professional dress) to the Atlanta Women's Shelter. Please bring items to the chapter meeting on Tuesday, September 27. If you have questions, please contact Deborah Daniels, Community Service Chair.



HOP CHAPTER MAILING ADDRESS

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

2011-2012 UPCOMING CHAPTER MEETING DATES AND PROGRAMS

OCTOBER, 2011

Tuesday, October 25
Executive Appreciation
Luncheon

Speaker: Dr. Darryl Harrison
"Learning Styles"

NOVEMBER, 2011

Tuesday, November 15
Membership Impact Meeting
Speaker: Jenny Stewart, CPS/
CAP, GA Division President-
Elect

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
Speaker: Lorinzo Foxworth
"Motivation to P.E.A.C.C.
Performance"

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



BYLAWS CORNER

Hello, HOP Members!

September is here and, as you can see, the weather has already begun transition showing signs of Fall quickly coming into view. The daily temperatures are lowering, pine straw is falling from pine trees all over the ground, the flowers are starting to lose their blooms, and oh boy, the beauty of nature is magnificent!

Change is all around us, not only is the weather changing but the times in which we live are rapidly changing as well. With this thought in mind, the HOP Board also feels it is time to change -- change our Bylaws and Standing Rules.

We experience change each and every day in some form, in the workplace, our community, our homes, our church, our kids' schools, etc. You can find change everywhere you look. The same should hold true for our Chapter Bylaws and Standing Rules. Many of our members are experiencing change in downsizing, attrition, finances, education and job placement just to name a few and our Bylaws and Standing Rules should be updated annually as well to reflect some of these changes.



If the Bylaws and Standing Rules serve as a guide or helm for the Board to run or oversee the chapter and its affairs, then don't you think it would be fair to say they should be updated annually as well? Well, we're doing this and we want your input as well, so at the next meeting, a copy of the existing Bylaws and Standing Rules will be given to each member in attendance for your review, correction and addition. Of course, you know any changes will be voted on, but that's the easy part.

As I shared with you last month, 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 and this is a great way to do it... don't you agree?

So, come on let's get this ball rolling! A surprise gift will be given to the winner who can correctly answer this month's Trivia Question so be prepared and do your homework.

The answer for Trivia Question #1: "The Chapter Name and Meeting Location," can be found in Article I of the HOP Chapter Bylaws & Standing Rules.

Trivia Question #2: "In what Article and Section can the Committee Duties be found?"

Valisha Baldwin, CPS
Bylaws Chair



Hard Rock Café Atlanta and the Georgia Division of IAAP invite you to a networking opportunity with members and potential new members on Tuesday, October 4, from 5:30-8:00 p.m. Location is Hard Rock Café, Velvet Underground, 215 Peachtree Street, Atlanta, GA 30303. A private entrance is located to the right of the Rock Shop.

Cost is \$5 for heavy hors d'oeuvres. A cash bar will be available. Preferred parking for \$5 at Peachtree Center and Andrew Young International parking garage. For more information, contact Dina Biondo@atlanta_sales@hardrock.com.

HIDDEN COSTS OF A POORLY WRITTEN RESUME

Today if you're one of the many job searching Americans out there, you know the time you start sending out resumes to the time you start a new job can be several months. In fact, according to recent studies the average job search lasts at least 6 months -- and the U.S. Bureau of Labor Statistics reports that the likelihood of becoming employed decreases the longer you remain unemployed.

The fact is you have one chance to set yourself apart from the other tens or even hundreds of applicants vying for your desired position in order to get an interview -- and that chance rests solely upon the strength of your resume. You have to rely completely on your resume to tell your story accurately, positively, and in a way that both grabs attention and makes a lasting impression. Bottom line -- your resume either gets you in the door, or it keeps you out.

So what are the hidden costs of a poorly written resume? They're possibly well into 5 figures. Lets do the math. Assume you qualify to make \$40,000 per year. In that case, every month you're unemployed costs you more than \$3,300. If a better version of your resume would get you into more doors quickly, perhaps you'd cut your unemployment time by 3 or 4 months. In this example, a less-than-stellar version of your resume would be costing you \$9,900 to \$13,200.

Succeeding In Your Job Search

Creating a compelling, accurate resume that truly speaks to the audience you're submitting it to is the best way to land interviews. From there, it only gets easier. The more interviews you go on - the better chances you have of getting not only a job, but the job that you want. Once you're in front of the hiring manager or HR representative, you can create rapport, connect in-person, and explain away any potential concerns that might come up in your work history. Getting the initial interview is the hardest part, and that's all based on what specifically is or isn't on your resume.

How To Decide What Goes On Your Resume?

It goes without saying that you need to convey your superior work ethic, reliability, interpersonal skills, and willingness to be a team player. Without those attributes, employers will move right along. But those "soft skills," dubbed as such by recruiters who focus on matching experience with job descriptions, will only get you so far.

To be invited in for an interview, your resume needs to match the job description that you're applying for. That does **not** mean you can copy parts of the job description. In doing so you'll only shoot yourself in the foot and take yourself out of the running for future openings, especially if you put phony information on your resume. Lying on your resume will only lead to more problems. It does mean however that your resume needs to make it clear to the reader that your background and personality make you a good fit for the job you're applying to.

Let Your Competition Help You Win The Interview

The vast majority of job seekers are circulating resumes that are professional but not powerful, and they usually don't showcase the job seeker's most marketable skills.

In fact, many people have a hard time "tooting their own horn". In attempting to do so in their resume, most fail to mention all the relevant things they've done that match the position they're applying for. Additionally, they don't know how to explain things found in a resume, when they're not in person, like their reasons for a career change, or why they stayed home with their kids, or why they only stayed at a job for a year - or countless other things that come up in the course of one's life.

If you think about it, your competition is actually making it easier for you to stand out because the vast majority of their resumes either aren't professionally written or are simply unimpressive. The good news is, in this environment, with the right kind of effort it doesn't take much to stand out from the crowd -- and The Career News is here to help you do just that.

To start properly showcasing your value and standing out with a stellar resume, we've arranged for our subscribers to get a professionally handwritten resume for only \$49.99 from Resume2Hire, one of the premier national resume writing firms. Their expert resume writers have written over 10,000 resumes and have helped thousands of people get a job faster, enter back into the workforce, and increase their salaries.

How Does Their Process Work?

First, choose between uploading your current resume or filling out a short, conversational questionnaire about your background. Then answer a few additional questions that mainly focus on your areas of concern, such as self-employment, gaps, or career changes. From there, a Certified Professional Resume Writer will contact you directly to consult with you about any additional information they may need to create the best possible resume for you. Then within 72 hours, you'll receive your shiny new expertly written resume -- guaranteed. At that point, you'll even have the opportunity to work with the writer to make any revisions that might be necessary.

Stop losing 5 figures because of your current resume!

How much more would you make if you got a job 3 or 4 months faster? A professionally written resume can definitely help make that happen. Instead of shelling out upwards of \$400 for a professionally written resume, now you can have a certified resume writer craft your personal masterpiece for less than \$50 bucks.





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)

Have you been Making the Leap to Remarkable? It's hard to believe we're already a month into our new IAAP year. Consider filling your year with education and training to make this a truly remarkable year.

You can start by attending the final Fall Conference in beautiful San Diego. It's a must-attend conference: Fall Forward: Hot Topics for Tomorrow's Workplace. This year we're offering a one-day technology seminar with Annette Marquis of Triad Consulting. She's training on integrating Microsoft Office and Google Docs to make office productivity better than ever.

Since we're at the beginning of a new year, we have new leadership at the chapter and division level. To help you in your new roles, we've got a lot of great information and resources in the web community. Does your chapter need newsletter help? We've got an eGroup for that. Does your treasurer need support and resources? We've got an eGroup for that. A couple of new eGroups have been launched for the secretary and vice president positions. Consider joining in on these discussions, whether this is your next leap in leadership succession or this is a future leap for you as an up and coming leader, you can benefit from the information and best practices shared. Find out all about eGroups and how they can benefit you and your chapter in the eGroup section of the IAAP Web Community User's Guide.

Check out the IAAP International Library for the new membership booklets. These will help you with recruitment, retention, publicity and much more. They're easy to find. Go to the IAAP Web Community and click the "Resources" tab. Under that you'll see IAAP International Library. Click that and you'll see a list of folders. Choose "Membership Atlas Series Booklets" to find everything you need for a successful year.

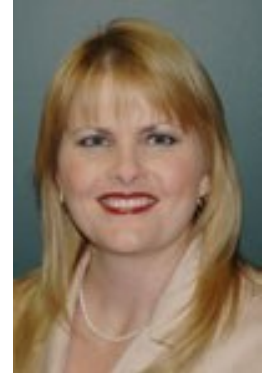
Also in the web community are all the Action-Direction documents. Listed is Action-Direction from 2000 to 2011. Scroll down to the bottom and find the most current one.

With the new year comes the changes in our certification program and how we mark our designations. I've had many questions about when we change and how we change and what it means—WHEW—a lot of questions. Here's what will happen. Sometime after the November exams, the staff at headquarters will inform all of you when to change your designation, what to change it to and send along instructions. I do know that we will not be automatically issuing new certificates and plaques but you can order one if you desire. So, sit tight. In a few months we'll have the nuts and bolts information, including information about ordering.

I want to personally challenge all of you to be a part of making IAAP remarkable. It's a process and it starts with you.

Thanks for joining me on the journey to remarkable!

Tamra Goodall, CPS/CAP
International President



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



Georgia Division Doughnut Sale



Dates: September 1-30, 2011

Certificate selling price: \$7.00

The chapter with the highest volume of certificate sales will:

- ◆ Earn bragging rights!
- ◆ Receive special recognition on the Georgia Division website...
- ◆ Be featured in a full-page spread in the Georgia Division's Peach State newsletter.

Certificates will enable buyers to pick up one dozen original glazed doughnuts at a local Krispy Kreme facility.



All proceeds benefit the Georgia Division of IAAP.



For more information, contact Valisha Baldwin, CPS, Georgia Division Ways & Means Chair