

Dolphin Tales

INSIDE THIS ISSUE

- 1 President's Corner
Cont: page 2
- 2 Congratulations to...
- 3 Congratulations to (2)...
- 4 99 Uses for Hand Sanitizer....
- 5 Birthdays and Anniversaries
Ads

Up Coming Events

November 12, 2009

5:30 – 8:00 p.m.
Kelley's Restaurant
LaMarque, Texas

Save The Dates:

October 24, 2009

CPS/CAP Certification Banquet
Hotel ZaZa

November 6 & 7, 2009

CPS/CAP Exams

November 14, 2009

MCC Seminar

January 30, 2010

Annual/Business Meeting
CPS/CAP Society of Texas
www.cpscapsot.org

April 20, 2010

APW Breakfast – Woodlands Area
Woodlands Water Way

See Website for dates of
monthly meetings:

www.iaap-txgalv.org

Happy Halloween

President's Corner

Hello Chapter Friends,

I am still home recovering and typing with one hand! Another week of this, although I am going back to the office Monday, to do what I can. I almost have to tie my left hand behind my back not to use it and, I end up re-typing much of what I do get accomplished. I am using the side of my bandaged hand to hit the cap key, and since I am so intent on finding the right keys with one hand, I forget to look up at the screen to see I have left the CAP KEY on! I create more frustration for myself. I thought I might want to quit work and stay home soon, but I have found out I am not ready for it yet. I can't make myself "JUST DO NOTHING" as they told me to do!

I have had a few "pity parties" for myself this week. One was feeling sorry for me, that I missed the fun of sharing in the work and joy of accomplishment with all of you last week for the garage sale. Congratulations and many thanks to all the members who held the wonderfully successful sale! You proved we didn't need the extra help we would have had with the established, advertised garage sale event we had planned to participate in. **OUR CHAPTER IS AWESOME ON OUR OWN!**

I have done some reading and kept up with e-mails here at home and at work. One of my favorite web newsletters I am subscribed to is www.NoComplainingRule.com. Jon Gordon must be a fantastic person because everything he puts out is so positive! The article that helped me this week is one I will share with you now. I have cut some sentences for space reasons, so if you want to read his complete article, go to his site.

Continued page 2



Janine Cmaidalka
CPS/CAP
GCC President

Cont: President's Corner

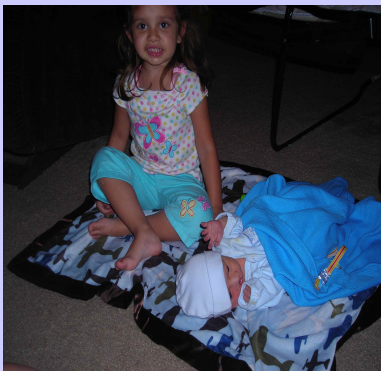
5 THINGS TO DO INSTEAD OF COMPLAIN

- 1. Practice Gratitude.** Research shows that when we count three blessings a day, we get a measurable boost in happiness that uplifts and energizes us. It's also physiologically impossible to be stressed and thankful at the same time.
- 2. Praise Others.** Instead of complaining about what others are doing wrong, start focusing on what they are doing right. Praise them and watch as they create more success as a result.
- 3. Focus on Success.** Start a success journal. Each night before you go to bed, write down the one great thing about your day, the one great conversation, accomplishment, or win that you are most proud of.
- 4. Let Go.** Focus on the things that you have the power to change, and let go of the things that are beyond your control. You'll be amazed that when you stop trying to control everything, it all somehow works out.
- 5. Pray and Meditate.** Scientific research shows that these daily practices reduce stress; boost positive energy; and promote health, vitality, and longevity. When you are faced with the urge to complain or you are feeling stressed to the max, stop, be still, plug-in to the ultimate power, and recharge.

One of the key principles of *The No Complaining Rule* is that we have a choice of how we invest our energy at home and at work. We can focus on the negative or the positive. We can focus on problems or use problems to create solutions. And we can focus on sharing positive energy or negative energy. It's all about our intention, our focus and our habits. Bad habits create bad results and good habits create good results. And since one of the best ways to stop a bad habit is to replace it with a good habit, what will you do instead of complain? Stay Positive! -Jon

And so, I am trying to follow his advice through my recovery time, and I am sure my family appreciates Jon's advice and me more for my better attitude while being "slowed down" for awhile!

Best Wishes and Blessings and I look forward to being with you all at our November meeting! , Janine Cmaidalka CPS/CAP



My grandson, Trayce Everett Nava, was born on Labor Day, September 7, 2009. He weighed 7lbs. 14oz. and was 20 ½ inches long. He has an older sister, Samantha, who was born on Thanksgiving Day, November 23, 2006.

Katherine Swertner

Tina Pennington received the September Employee of the Month award at TAMUG.

Congratulations from October 2009 GCC Meeting

Recognize Excellence Among Us:

Karla Villaneuve was pinned by Pam Stout CPS/CAP

Announcements:

Door prizes winners: Joyce Crow, Bobbie Guyton, Chris Torres

CHAPTER FUND RAISER

Most of you have received the Current Catalog at the August Meeting. You can also send friends and family to the website www.CurrentFun.com to shop and order on-line here are their simple instructions.

After browsing and deciding what they want to order, at checkout, the site will ask them to select a state. After selecting Texas, they will then be asked to select an organization. They can scroll to find Galveston County International Assn. of Administrative Professionals already there and click on our name. The next screen is for their information, name, address, and credit information need to finalize the order. Their purchases are mailed to their home.

The Chapter will be mailed 50% of their order.

Please e-mail your friends, family and co-workers this information, so they can shop for gifts and benefit our Chapter at the same time.

Thanks so much for participating in your Chapter!



On October 3, 2009, the Galveston Chapter of IAAP had a garage sale at the home of Bobbie Guyton CPS/CAP. The sale was well attended and many "treasures" now have found new homes. The chapter made a profit of over \$500.00. Way to go Ladies!!!

99 Reasons to use Hand Sanitizer

Make sure you are protected

Commuting

1. Fare-card machine keypads
2. Turnstiles
3. Escalator handrails
4. Handrails of stairs
5. Subway car handles and straps
6. Subway seats and poles
7. Bus seats and handles
8. Revolving door handles
9. Gas pump keypads
10. Gas pump nozzles
11. Car door handles and locks
12. Dashboard surfaces and buttons
13. Toll booth tickets and currency

At Work

14. Computer keyboard
15. Computer mouse
16. Photocopy machine keypads
17. Fax machine keypads
18. Calculator keypads
19. Printer buttons and trays
20. Staplers and other office supplies
21. Doorknobs and handles
22. Light switches
23. Elevator buttons
24. Handrails of stairs
25. Office and conference room phones
26. Laptop computer keypads
27. Vending machine keypads
28. Staff room refrigerator handle
29. Staff room microwave handle

On Vacation / Traveling

30. People mover handrails
31. Pay phone buttons
32. Pay phone receivers
33. Vending machine keypads
34. Currency at fast food restaurants
35. ATM machine keypads
36. Plastic security buckets at airports
37. Airplane seat rests
38. Airplane blankets and pillows
39. In-flight magazines
40. Hotel room key cards
41. Hotel room remote controls
42. Hotel room A/C controls

At the Gym

43. Treadmill keypads
44. Elliptical machine keypads and handles
45. Stepper machine keypads and handles
46. Stationary bike keypads and handles
47. Rowing machine handles
48. TV remote controls

Working Out / Weight Room

49. Abdominal equipment handles and headrests
50. Weight machine handles
51. Free weights and barbells
52. Exercise and stretching mats
53. Medicine balls
54. Jump rope handles

At Home

55. Computer keyboards and mouse
56. Toys for pets
57. Remote control devices
58. Thermostats
59. Light switches
60. Doorknobs and handles
61. Kitchen countertops
62. Kitchen sponges
63. Refrigerator door handles
64. Oven door handles
65. Microwave door handles
66. Stairway railings
67. Shopping cart handles
68. Shopping basket handles
69. Bulk-food scoop handles
70. Tongs for baked goods
71. Currency
72. Credit cards
73. ATM machine keypads
74. Stair handrails
75. Escalator handrails
76. Elevator buttons
77. Public rest room surfaces
78. Hand soap dispensers
79. Paper towel dispensers
80. Bathroom door handles

At School

81. School bus seats and handles
82. Shared toys
83. Library books
84. Crayons
85. Mats
86. Cafeteria trays
87. Bathroom surfaces
88. Doorknobs and handles
89. Playground equipment
90. Vending machine keypads
91. Sports/gym equipment

At Movie Theaters, Sports Events, Clubs

92. Seats
93. Bar surfaces
94. Arm rests
95. Condiment/napkin area surfaces
96. Tickets
97. Video game controls
98. Pinball machine buttons
99. Cigarette lighters

The Centers for Disease Control and Prevention (CDC) have recommended the use of alcohol-based hand sanitizers when soap and water are not available and hands are not visibly dirty.

As the flu season is upcoming and upon us. These are good suggestions to keep us healthy.

Happy Halloween!!!!

**IAAP Birthdays
October, 2009**

**Mary Conteras
Rhonda Driver
Lisa Romero**



**IAAP Anniversaries
October, 2009**

**Kristi Keel 1999
Tina Pennington 2007
Janie Watkins 1998**



OFFICETEAM®
Specialized Administrative Staffing

**WE'RE
HIRING**

Administrative
Assistants
Receptionists
Office Managers
and more!

Join our winning
team today!

1.281.333.4010
officeteam.com

**THANK YOU
SPONSORS!**



Sonic Drive-In

Ryan Fitzpatrick

2000 FM 1764

La Marque, TX 77568

**Thank you Ryan for
sponsoring our
program on
Excellence in
Leadership.**

Be a
Member
Of
Excellence!



**Galveston County Chapter Officers
2009-2010**

Janine Cmaidalka CPS/CAP, President
Annette Barham CPS/CAP, President-Elect
Bobbie Guyton CPS/CAP, Vice-President

Karla Villeneuve, Secretary
Margaret Cuellar, Treasure
Renee Percy CPS/CAP, Past-President