

ARLINGTON GOLDEN TIMES

NOVEMBER 2011

<http://www.iaap-arlington.org>

NOVEMBER MEETING: IF YOU WANT SOMETHING DONE RIGHT...PRIORITIZE AND DELEGATE!

INSIDE THIS ISSUE:

ARTICLE BY LAUREN ROSALES	2
MEMBER HIGHLIGHTS	3
CHAPTER REMINDERS	3
CHAPTER HIGHLIGHTS	4
DIVISION NEWS	4
INTERNATIONAL NEWS	4
ABOUT IAAP	5

Sherry Darden is the guest speaker for the November meeting. Her speech will cover prioritizing and delegating. Believe it or not, you don't have to do everything. It really is possible to have multiple work priorities and deadlines without letting them run your whole life. Learn skills that will help you effectively prioritize, start and end meetings on time, delegate horizontally as well as "procrasti-killers" that can save hours each day. Are you doing the work of 2, 3, even 4 people these days?

Are you finding yourself busy all day and seem to get nothing off your check-list? Are you finding yourself doing things over that you gave someone else to do? Are you adding 2 or more tasks for every one getting done? Then this presentation is for you! This presentation will: Cover the 4 D's of prioritizing your days and life, help you choose what to delegate and assure what your delegate gets



done and done correctly. Presentation begins at 6:00pm.



MEETING SCHEDULE NOVEMBER 8, 2011

5:30-6:00 PM MEET AND GREET
6:00-7:00 PM PROGRAM
7:00-7:30 PM BUSINESS MEETING
AND NETWORKING

COST: \$10.00

LOCATION:
U.S. BOWLING CONGRESS
621 SIX FLAGS DRIVE
ARLINGTON, TX 76011

RSVP:
AGC.RESERVATIONS@GMAIL.COM
OR WWW.IAAP-ARLINGTON.ORG
GO TO MEETINGS AND EVENTS TAB
AND CHAPTER MEETINGS AND
CLICK ON LINK FOR RESERVATIONS

WHY WAIT? TIME TO BECOME CERTIFIED

The IAAP Certification program will be changing effective November 2011. Deadline to sign up for the CAP and OM certification exam in May 4 & 5, 2012 is **December 15, 2011**. Watch your email for CAP and OM study group information. For information about CAP and OM certification, go to <http://www.iaap-hq.org/sites/default/files/pdf/>

certification. Questions? Contact Becky at certification@iaap-arlington.org. You will improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. Do something for yourself and your career—get certified!



2010-2011



International Association of
Administrative Professionals®
Arlington Golden
Circle Chapter

**“IAAP UNIVERSITY—YOU SHOULD HAVE BEEN THERE!”
BY LAUREN ROSALES**



I attended the IAAP University sponsored by the Las Colinas chapter at the Supermedia Hotel & Conference center on October 15th. There were four good speakers who spoke on a variety of topics. Julie Burch with JLH Presentations said “You must be willing and able to go the distance.” Julie is a big fan of the movie “Rocky” and her favorite quote from the movie is, “Life is not about how hard you hit, it’s about how hard you can get hit and still keep moving forward. That’s how winning is done.” We must be ready for change, have a vision for our future, and be willing to take risks. Elaine Brzezinski, Esq. discussed various discrimination laws including the Age Discrimination in Employment Act (ADEA), the Family Medical Leave Act of 1993, sexual harassment on the job, and hostile environments. Craig Sheppard, RM, the ITS

Training Coordinator at the DFW Airport, reviewed various aspects of Office 2007 and 2010. He also gave us websites that we can refer to. For online learning of Office 2007 & 2010, go to www.customguide.com For tips and solutions on Excel , go to www.mrexcel.com For free online storage of files, go to www.skydrive.com Greg Duckworth’s presentation was very educational and informative with tips and tricks to finding and growing your career and finding a job, writing your resume, and how to use social media. One of his favorite quotes is “Do what you love and love what you do.” We need to create a brand for ourselves by doing a self assessment, create a compelling story about yourself, communicate your message consistently, and success is achieved when it invokes a positive reaction and action is taken. Some sites to refer to are: www.onetonline.org for job searching,

www.careertiger.com helps professionals navigate through career changes, and www.academicssuperstore.com for discount prices on software and books.



Participants from AGC pictured above included (L to R): Athena Seaton, Laneshia Hawkins, Lauren Rosales, and Shelley Ward.

**“We only do well
the things we
like doing.”
— Colette**

November 1st— Self Day

November is the month we all give thanks, and women give time and energy to everyone around them. This November 1st is Self Day. Time to put YOU on the top of the list on this day to do something nice for yourself . When we fail to take care of ourselves, we are no good to the people we love to help. So happy Self Day!



DID YOU MISS THE LAST IAAP MEETING AND YOU ARE CERTIFIED?

Did you know when there is an education program at a chapter meeting, you can earn recertification points? Make plans to attend the next meeting and invite a friend to join you. Success is shared and education is an opportunity for personal growth.



WELCOME AND CONGRATULATIONS!

NOVEMBER BIRTHDAYS

- Vicky Popplewell-November 3
- Dianne Stauber-November 14
- Angie Summers-November 14
- Donna McPherson—November 29



NOVEMBER ANNIVERSARIES

- Fay Bishop (11/1/2005) 6 yrs
- Sheila Eaglin (11/1/2010) 1 yr
- Deborah Fry (11/1/2006) 5 yrs
- Lanie Gordon (11/1/2005) 6 yrs
- Christine Lacy (11/1/2008) 3 yrs
- Sherilyn Sicking (11/1/2006) 5 yrs



LOOKING FOR A JOB?
VISIT OUR PARTNER
JOBING.COM AND SEARCH FOR ONE
OR CLICK [HERE!](#)
 http://
 WWW.JOBING.COM

CHAPTER REMINDERS

BOX TOPS FOR EDUCATION



Please continue to collect Box tops for Education and bring to every meeting.



CHICK-FIL-A FUNDRAISER

Monday, November 14th
5:00-9:00pm
On I-30 and Collins

BRING YOUR FAMILY FOR A TASTY MEAL!

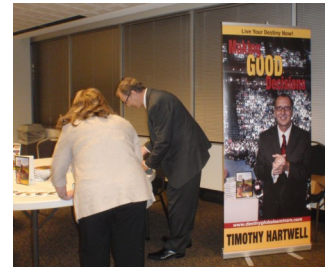
SUPPORT IAAP ARLINGTON GOLDEN CHAPTER

Chick-Fil-A Fundraiser
 Monday, November 14th
 5-9pm

BRING THIS TICKET AND PRESENT WITH YOUR ORDER

CHAPTER MEETING HIGHLIGHT

Tim Hartwell was the guest speaker at the October meeting. His speech on “The Elements of Making Good Decisions” was filled with helpful tips and advise. He focused on three elements which are important for making good decisions—gather all the facts, evaluate and determine the consequences. Tim’s was humorous and entertaining. Stephanie Moreno won a CD copy of his book.



DIVISION NEWS

Saving Dinner Fundraiser by North Tarrant Bluebonnet Chapter—Saving Dinner is a mission to bring families back to the dinner table, one meal at a time. Saving Dinner’s is innovative meal planning packages of healthy and delicious recipes the whole family will love. Each package includes complete meal plans, shopping lists, tips for prep time and more. For more information, go to www.iaap-ntbc.org under the Fundraising tab.

2012 Spring Conference in Las Vegas, NV at Harrah’s, Sunday, March 4, 2012

<http://www.iaap-hq.org/events/schedule/2012-spring-conference>

INTERNATIONAL NEWS

The IAAP International Convention will be in Grapevine, TX July 22-25, 2012

To register & volunteer: Official 2012 EFAM website www.iaap2012.org.

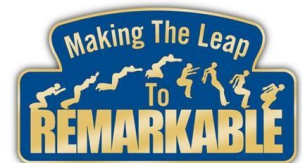
Make plans to attend today...

The [Research and Educational Foundation](#) wants to help you grow your career! We're going to do that with the R&E's new 2012 EFAM Scholarship Program. The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. **Scholarship applications will be accepted starting Oct. 1, 2011 through Jan. 31, 2012.** [Visit the updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals.



“It is only the first step that is difficult.”

— Marie de Vichy
-Chamrond



Making the Leap to Remarkable IAAP 2011-2012 Commemorative Pin— Order yours today!
http://iaap2012.org/index.php?p=1_12_Remarkable-Pins

A publication of news and information from the Arlington Golden Circle Chapter of the International Association of Administrative Professionals® (IAAP), in Arlington, Texas.

Arlington Golden Circle Chapter serves the Arlington and Grand Prairie area including surrounding areas.

Arlington Golden Circle meets once a month on the 2nd Tuesday of every month unless special event or unforeseen circumstances.

Executive meeting is the 1st Tuesday of every month. All members are invited.

2011-2012 Officers

Vicky Popplewell, CPS/CAP	President	president@iaap-arlington.org
Stephanie Moreno, CPS	Vice President/Membership Chair	membership@iaap-arlington.org
Sally Thompson, CPS/CAP	Corresponding Secretary	info@iaap-arlington.org
Lanie Gordon, CPS/CAP	Recording Secretary	lanie@uta.edu
Kathleen Elfrink, CPS/CAP	Treasurer	kathleen_elfrink@sbcglobal.net

2011-2012 Committee Chairpersons

Laneshia Hawkins, CPS/CAP	Bylaws	laneshiah@yahoo.com
Becky Blazek, CPS/CAP	Education/Certification	rebeccablazek@texashealth.org
Barbara Walsh, CPS Melissa Nestor	Fundraising	bwalsh@nctcog.org meslissa.nestor@bowl.com
Nancy Herren, CPS/CAP	APW Week	nlherren@yahoo.com
Lisa Anderson, CPS	Programs	lisa.andersoncap@yahoo.com
Athena Seaton, CPS (Newsletter)	Communications	aseaton@mail.com

LEND, BORROW OR SELL YOUR BOOKS — Do you have CPS/CAP review books that you would like to lend or sell? There are members who would be interested for the current review classes. Please contact Education Chairperson Becky Blazek.

ABOUT IAAP

The association founded in 1942 as the National Secretaries Association to provide a professional network and educational resources for secretarial staff. The association's name was changed in 1998 to the International Association of Administrative Professionals to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.



International Association
 of
 Administrative Professionals

IAAP is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide, headquartered in Kansas City, Missouri. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.



Trademarks and Registered Service marks of IAAP:

IAAP®, International Association of Administrative Professionals®, Certified Professional Secretary®, CPS®, Certified Administrative Professional®, Administrative Professionals Day®, OfficePRO®, Administrative Professional Week®