

ARLINGTON GOLDEN TIMES

JANUARY 2012

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

JANUARY MEETING: USING SOCIAL MEDIA TO ADVANCE YOUR CAREER

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Stephanie Cook is the guest speaker for the January meeting. She is a regional vice president of Robert Half International and a recognized leader in professional staffing and consulting services. In this session, she will cover What is social media?, the basics of the "Big Three", answer how social media can benefit your career and getting started, and how to avoid pitfalls using social media. She will demonstrate how to create your profile, build your network and discuss networking etiquette. The program will begin at 6:00pm

but come early to network with other members. Invite a friend or coworker. No food will be provided at this meeting. Please bring your dinner with you. RSVP email agc.reservations@gmail.com or online at www.iaap-arlington.org.

NOTE: Please note the meeting change next month. In February, our meeting is scheduled for Thursday, **February 16th**. Guest speaker will be Nancy Muse regarding Meeting Planning 101.



MESSAGE FROM THE PRESIDENT VICKY POPPLEWELL



Happy New Year! As we begin this brand new year, I hope each of you will take the time to reflect on the events of your life over the past year. Take time to remember the miracles and blessings as well as the obstacles and challenges.....these are the "stepping stones" that were designed to get you to where you are today. Being a member of IAAP has been a

great tool and stepping stone for me in changing my mindset and overcoming limitations. I am looking forward to this second half of our IAAP year. We have great speakers planned as well as educational classes, and great networking resources. I hope you will continue to learn and grow through IAAP as we make the "Leap to Remarkable" in 2012. I am very honored to be leading such a remarkable group of talented and thoughtful professionals.



IAAP Chapter
of Excellence

2010-2011



International Association of
Administrative Professionals®

Arlington Golden
Circle Chapter

MEETING SCHEDULE JANUARY 10, 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

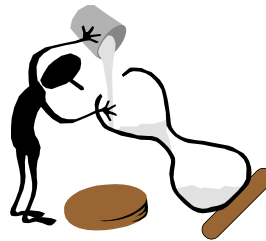
“2012—NEW YEAR, NEW YOU” BY ATHENA SEATON



A new year to make new resolutions ...and break them. Statistics show that many people create resolutions only to break them by April. Why? Mainly, because they are unrealistic with no timeline, goal or any specifics whether it is financial, physical, personal, etc. A new year is an opportunity to improve yourself; but like a goal, there needs to be a realistic plan with a timeline and details. First, write down your plan, create objectives or milestones and set a timeline. It takes 21 days to form a habit, therefore, your actions must be over 22 days to really make a change and become part of your lifestyle. Your objectives need to be concise and measureable. Take out a calendar and make appointments for you to achieve objectives. Indicate a milestone marker with a highlighter. For example, to lose ten pounds in 3 months - your objectives should setup time when, where, how long,

etc. Objective should include makeup time and interruptions and telling your family and finding friends to help you. Also, many resolutions are broken because change is difficult. The will to accept change creates determination and the focus to continue. The stronger the will, the greater determination to continue and not give up; therefore, as life progresses, excuses do not become the norm. Do not live in the past and accept yourself, flaws and all; stop making excuses and comparing yourself. Your new year resolutions will change your lifestyle so have courage and focus on your goal. Resolutions also can be used to improve your character and work on weaknesses. They do not need to be drastic or extreme, but you need to start small. If you want to improve your administrative skills, not only write down your goal, sign up for a class and set aside time to study, practice and review. If your goal is to

get organized, start small by reserving an hour a day to organize only one section of a room or a closet. Sometimes helping out another will allow an amazing opportunity or challenge you need to improve your character. Our chapter can use your expertise and personality so attend meetings and volunteer. Determine to make 2012 a happy year by improving your lifestyle, strengthen your character, and helping others. This year may have some hardships, but keep focused, smile and help others with their causes. It will relieve your anxiety, help you achieve your goals and give you peace, hope and joy. Happy New Year to the New You!



**“Make yourself necessary to somebody.”—
Ralph Waldo Emerson**

CHAPTER MEETING HIGHLIGHT

The theme for the meeting in December was Winter Wonderland at the U.S. Bowling Congress. Members, visitors and their families celebrated the holidays together with food from On the Border and fun. Activities for all included a snowball toss (cotton balls), decorating paper trees and coloring. Christmas Bingo was the highlight of the evening and everyone won a prize. The chapter collected a box full of socks, hats and gloves for the Mission Arlington. It was a wonderful evening! (Photos from the party on this page and page 4).



WELCOME AND CONGRATULATIONS!

JANUARY BIRTHDAYS

Amanda Hughes , CAP—January 17th

Linda Snowden—January 26th

Tammy Taylor—January 29th

JANUARY ANNIVERSARIES

Alexa Cantu, CAP—4 years

Lori Berman—1 year

Maria Saucedo—1 year

Athena Seaton, CAP—1 year

Schelly Ward—1 year

Lora Dean—1 year



CONGRATULATIONS!

Alice Arnold, CAP

Alice recently received her certification. Alice is an administrative assistant for the Boy Scouts of America in Irving.



CHAPTER REMINDERS

BOX TOPS FOR EDUCATION



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

MICROSOFT OFFICE SYSTEM SEMINARS

AGC is offering MS Office seminars in MOS Word (Intermediate and Advanced) in January and February and PowerPoint (Intermediate and Advanced) in February and March. Seminar dates vary and each class session is \$125.00. We must have 10 registrants to

make each class so sign up today. Register online at www.iaap-arlington.org. Questions? Contact Becky at certification@iaap-arlington.org. Classes will be held at UT Arlington Continuing Education and Workforce Development Building.

LOOKING FOR A JOB?

VISIT OUR PARTNER

JOBING.COM AND SEARCH FOR ONE OR CLICK [HERE!](#)

<http://>

WWW.JOBING.COM



DECEMBER MEETING: WINTER WONDERLAND PHOTOS

(CONTINUE from Page 2)



“To climb steep hills requires slow pace at first.”

— William Shakespeare

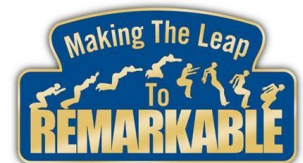
INTERNATIONAL NEWS

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.



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.



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2011-2012 Officers

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Athena Seaton, CAP (Newsletter) Laura Person (Web)	Communications	aseaton@mail.com lperson@nctcog.org

LEND, BORROW OR SELL YOUR BOOKS — Do you have CAP-OM 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.