



International Association of  
Administrative Professionals®  
Chicago Lake Shore Chapter



**Chicago Lake Shore Chapter Meeting**  
**Thursday, February 23, 2012**  
**5:30 pm**



## **“Achieving Peak Performance”**

**Presented by: Kathleen Peterson, Equinox Associates, Inc.**

Kathleen’s presentation will include the following:

- ❖ How to create a plan to regain control of work/life integration
- ❖ Initiating a personalized plan to make a haven out of your work space
- ❖ Identify key actions to eliminate leakage of time & energy
- ❖ Redirect attention to key priorities for greater success and satisfaction

**About our presenter:** Since 1989, Kathleen Peterson has helped busy professionals and their staff achieve peak performance and work/life balance. As one of the country's most sought-after productivity and communications trainers, Kathleen helps people get more done in less time and with greater ease.

Kathleen infuses energy, style, and humor into everything she does. Her interactive workshops are both entertaining and educational, leaving participants with tools they can use immediately in all areas of their life.

**Location:** Federal Reserve Bank  
230 South LaSalle, Chicago, IL

**Cost\*:** \$20 per attendee

***Guests are welcome!***



**International Association of Administrative Professionals®**  
Chicago Lake Shore Chapter  
Thursday, February 23– 5:30 sharp!  
Federal Reserve Bank of Chicago  
230 South LaSalle Street  
Chicago, IL 60604



PLEASE PRINT - USE ADDITIONAL FORM(S) FOR GUESTS

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MEMBER (M) OR GUEST (G) \_\_\_\_\_ CERTIFICATION(S) \_\_\_\_\_

**Agenda**

5:15 pm – **Registration**  
5:30 pm – **Networking and Dinner**  
6:00 pm – **Business Meeting**

**RSVP deadline — Mon. Feb 20, 2012**

**\*please specify dietary restrictions below:**

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## **Registration Options**

1. [Online](#) – Chicago Lake Shore Chapter Webpage
2. Regular Mail
3. Fax
4. Email

**Options 2-4:** Send registration form to Jodie Monjarro, Federal Reserve Bank, 230 South LaSalle Street, Chicago, IL 60604; Fax: 312.322.2141; email: [iaapmeetingrsvp@gmail.com](mailto:iaapmeetingrsvp@gmail.com).

Cash, money orders/checks, payable to **Chicago Lake Shore Chapter, IAAP** will be accepted at the door

**YOU MUST SUBMIT AN RSVP FORM VIA EMAIL, FAX OR REGULAR MAIL.**  
**NO VERBAL RSVPs WILL BE ACCEPTED**

**ANY CANCELLATIONS AFTER TUESDAY, February 21th OR NO-SHOW WILL BE INVOICED**

**SECURITY PROCEDURES:** Please note: All attendees must be registered 48 hours in advance . On the meeting day please bring a government issued photo ID and allow additional time to complete the mandatory security screening process.