

THE POWER SOURCE

MAKING THE LEAP TO REMARKABLE
IAAP: SHIP OF SUCCESS

From The President's Pen!

Greetings,

We have worked so hard this year to make a difference in our lives and the lives of others and now it is time to reflect on our accomplishments and be thankful.

As we enter the season of buying gifts, eating lots of food, networking, and celebrating, don't forget to take time to rekindle the real spirit of the season.

Ways to Remember the True Meaning of the Holiday Season:

Keep a Candle Burning – The constantly burning flame, holding back the darkness, is a symbol of life in the heart of winter.

Support a Worthy Cause – Make a donation in someone's name to an organization you know he or she would like to support, such as the American Cancer Society, the American Heart Association, March of Dimes Birth Defect Foundation or the Christian Children's Fund.

Give a Gift that's Really Needed – Often time we buy people presents just for the sake of buying them something, but there are many things that people on your list would love that aren't store bought.

Create a Holiday Gift Book – Buy a beautiful blank journal to record the gifts you and your family receive as well as those you give. This book will come in handy when it's time to write thank-you notes, and it will help you avoid giving the same gift to a friend or family member twice. It also serves as a lovely record of thoughtfulness of others and yourself.

Trim the Tree Stress-Free – Give each family member his own part of the tree to decorate. Using beautiful red ribbon, divide the tree into sections so that everyone gets his own place to work.

Keep Christmas Eve Simple – Instead of slaving to prepare a fantastic spread on Christmas Eve as well as Christmas Day, suggest a simple meal, such as pizza.

Set an Extra Place at the Dinner Table – There are many people without families who will spend the holiday alone. If you know someone like that, ask them to join you at your table.

Go to Church – Whatever your religious practice throughout the year, this is a time to wake up our spiritual selves. This Holiday, remember the real reason for the season.

Wishing you and your family a Wonderful Holiday Season and a Happy New Year!!

Rozetta



GEORGIA POWER
CHAPTER OF IAAP
ATLANTA, GEORGIA

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DECEMBER 2011

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International Association of
Administrative Professionals®
Georgia Power Chapter



*Season's
Greetings*





DECEMBER CHAPTER MEETING

Come join us for our last gathering of 2011. Bring all your Holiday Spirit as we'll be wrapping gifts and making decorations for the children of Bright Futures Atlanta. For the last five years, we've adopted Philip and Gail Ross, and the Bright Futures family as our holiday community project. There will be lots of gifts to wrap and decorations to create.

Please bring a pair of scissors and tape with you.

Wednesday, December 14, 2011

11:30am

241 Ralph McGill Blvd.

Atlanta, Georgia

GPC, Cafeteria Banquet Room—1st Floor



Lunch Will Be Provided

Bring a few dollars for the 50/50 drawing. You might win a few extra dollars to spend during the holidays.

UPCOMING EVENTS

January 11, 2012	Chapter Meeting—11:30am-1pm
February 7, 2012	IMPACT Meeting - 11:30am-1pm
March 22, 2012	Annual Education Seminar - 8am-4pm
April 25, 2012	Administrative Professional's Week Luncheon - 11:30am-1pm
May 9, 2012	Chapter Meeting & Election of Officers - 11:30am-1pm
June 13, 2012	Chapter Meeting & Installation of New Officers - 11:30am-1pm

HAPPY BIRTHDAY

Jociana S. Zuniga
Mary Ellen Cannon
Debra P. Cartledge
Dianne Jordan
Gail S. Warren
Kathy M. Conkle
Mary B. Norris
Doris Cook, CAP

December 1
December 8
December 11
December 17
December 17
December 23
December 29
December 31



WELCOME NEW MEMBERS!

Leigh Ann Carithers
Kathi Henson
Chris Johnson
Toi S. Jones
Mary Norris
Kelly White
Rebecca White

CONGRATULATIONS

*Doris Cook, CAP and Linda Carotenuto recently became a
Member of Excellence.*

Congratulations on your achievement.

*For more information on becoming a member of excellence,
please visit our website: www.iaap-gpc.org*

PRAYERS

*Our Prayers are with Shirley Boyce, who
recently lost her father. Please keep Shirley and
her family in your thoughts and prayers.*



Is It “Christmastime” or “Christmas Time?”

From The Grammar Girl

Although you won't find “Christmastime” in the online edition of the Oxford English Dictionary, it is included on Dictionary.com and Merriam-Webster.com. Both “Christmastime” and “Christmas Time” refer to the Christmas season, and I can't think of an instance in which they wouldn't be interchangeable (except perhaps if you were referring to the time before opening presents as “Christmas time”—when an hour seems like three days).

It's interesting to note that other words ending in “time” such as “anytime” and “sometime” are not so interchangeable. For example, “sometime” means “at some unspecified time” (e.g., we should have lunch sometime) and “some time” means “quite a while” (e.g., it's been some time since I roasted chestnuts).

You can find this and many other great tips from The Grammar Girl at:
<http://www.grammar.quickanddirtytips.com>

Submitted by Doris Cook, CAP

HOLIDAY SAFETY TIPS

1. Tip from Tae Kwon Do: The elbow is the strongest point on your body. If you're close enough to use it, do!
2. From a Tourist Guide: If a robber asks for your wallet and/or purse, **DO NOT HAND IT TO THEM. TOSS IT AWAY FROM YOU.....** Chances are they are more interested in your wallet and/or purse than you and they will go for the wallet/purse. **RUN LIKE MAD IN THE OTHER DIRECTION.**
3. If you're ever thrown into the trunk of a car, Kick out the back tail lights and stick your arm out the hole and start waving like crazy...The driver won't see you, but everybody else will. This has saved lives.
4. When getting into your parked vehicle: (A) Be aware of your surroundings and always look into your car before unlocking to get in; and (B) Lock your doors immediately after getting in and drive off immediately. Don't just sit and conduct any personal business; most predators are watching to plan their attack.
5. Water Scam!...If you wake up in the middle of the night to hear all your water taps outside running or what you think is a burst pipe, **DO NOT GO OUTSIDE TO INVESTIGATE!** It could be a setup for attack!

These and other safety tips can be found on the following websites: www.cdc.gov/family/holiday/ and www.safetyresource.org

Submitted by Deborah Baker, CAP



Our Chapter's Vision

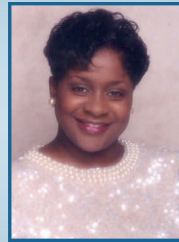
To inspire and equip all administrative professionals to attain excellence.

Our Chapter's Purpose

To network with other professionals; and to assist member in professional growth, technology, and developing administrative skills, while providing tools and information necessary to become effective workplace contributors.

WE WANT TO HEAR FROM YOU!

To submit articles or announcements for our next issue, please send your submissions by January 15th to:



*LaLeeta Sweeper Pitts, Editor
Email: laleeta.pitts@carnegie.gatech.edu*

***GPC IAAP Board of Directors
2011-2012***

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IAAP DIVISION & INTERNATIONAL NEWS

IAAP Georgia Division President



Barbara Wiley, CAP-OM

2012 CDW/Student Conference

Registration is now open for the 2012 Certification and Development Workshop/Student Conference held on February 10-11, 2012.

Hosted by the IAAP Athens Chapter

Registration Fees:

*Early Bird - \$150 through January 19, 2012
Increases to \$175 on January 20, 2012*

Hotel Reservation Deadline:

January 26, 2012

For more Georgia Division News and Information, please visit:

www.iaap-georgia.org



IAAP International President



Tamra Goodall, CAP-OM

May 2012 Certification Exam

***Registration Deadline
February 15, 2012***

IAAP SPRING CONFERENCE

***March 4-7, 2012
Las Vegas, NV***

For more international news, visit:

www.iaap-hq.org

