

The Power



Source

Plugging into Professionalism

Georgia Power Chapter
Atlanta, GA

From the President's Pen.....Mary Ellen Cannon

Autumn has arrived bringing with it many changes. Cool, crisp days and nights so that we can sleep with our windows open and enjoy the fresh air; the opportunity to drive into the country to view the vibrant, colorful foliage. It means the changing of our wardrobes from summer sandals and shorts to wools and boots. It also reminds us that holidays are around the corner and more things will be added to our already busy days. Trying to squeeze year-end appointments and meetings on our bosses' calendars even when there is no time available, but somehow we get it done.

Around this time last year, I made an agreement with myself: I would devote my time, energy, and attention only to that which has real meaning to me. Just before coming to this decision, I spent some time sifting through a barrage of files, meeting requests and appointments, old magazines at home, things that in most cases had nothing at all to do with my focus. The amount of stress I'd been feeling was in direct proportion to the number of times I'd said yes when my heart, my spirit, and my gut were really screaming NO.

What do you know for sure? Think of this question as an invitation to figure out what's important, what you value, what you know deep down to be true. Just as since the beginning of time there have been changing seasons, there are also changes in our lives; some good, some not so good. It is how we deal with the changes.

Our world just keeps getting faster. There isn't a person I talk with who's not scrambling to keep up with the deluge of activities, appointments, e-mails, phone calls, and deadlines that consume so much of our lives. Before you agree to do anything that might add even the smallest amount of stress to your life, ask yourself: What is my truest intention? Does this line up with what I have decided is most important for me? Give yourself time to let a yes resound within you. When it's right, I guarantee that your entire body will feel it.

Ahhhhhhh, let out a sigh. Doesn't that feel terrific? Even if your preferred living speed is fast, or faster, it's good to wind down now and then. Too much stress can wear out your whole system. You owe it to everyone you love (including yourself) to find pockets of tranquility in your busy world. Find a song, or a CD, with a message that inspires you. When your thinking is muddled, turn it on, turn up the volume (not too much at work) and boogie till the fog clears.

My wish for you all today is that you have an Ahhhhhh moment!!



Special points of interest:

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Taking Steps to Prevent Carjacking

As we have seen in recent news events, “carjacking” is a crime that can have serious consequences, including personal injury, kidnapping, and even death. Whenever a carjacking occurs, the victim’s personal safety is jeopardized. By following a few simple rules, you and your loved ones will greatly reduce your risk of being carjacked.

- Always be aware of who is at or near your vehicle, especially when you are stopped at a traffic light or stop sign, or when you are sitting in a parked vehicle.
- When coming to a complete stop, always leave at least one car length between your car and the vehicle in front of you. This will give you enough room to move your car quickly and easily if approached by a suspicious person.
- If a suspicious person approaches your vehicle, sound your horn continuously. Be prepared to make your escape, even if it means SAFELY disregarding traffic control measures.
- Keep all doors locked and all windows rolled-up high enough to prevent a person from placing their hands inside your vehicle.
- Never leave the keys in your car while fueling, or when you enter the service station to pay. ALWAYS keep your car locked.
- If your car is bumped by another vehicle in a remote area, do not stop. Call the police. No matter where you are, dialing 911 will always put you in touch with local law enforcement. Be prepared to describe your location to the police operator.
- Whenever possible, park your vehicle in a well lit area. If you are uncomfortable walking back to your car alone, ask a security officer to accompany you. If there is no security officer, use your cell phone to call a friend or relative and stay on the phone with them until you are safely inside your car.
- If a carjacker confronts you, cooperate; do not resist or argue. NEVER allow yourself to be a passenger in a carjacked vehicle and NEVER get into the trunk if ordered to do so. Tell your assailant you have a contagious disease, scream, run toward other people. If you cannot escape, do your best to humanize yourself to your assailant. It is much harder to hurt someone with whom a bond has been formed.

Chapter Goals:

Member Commitment; Education; Growth (sponsor a new chapter); **Power** (from innovative programs/activities); and **Membership** (maintain and increase). **Together, our members make a powerful team, and with YOUR commitment and involvement, we’ll have another successful IAAP year.**

YOU have the POWER!



Calendar of Events

November 1	IAAP Georgia Power Chapter	Board Meeting
November 8	IAAP Georgia Power Chapter	General Meeting
November 11	IAAP Georgia Division	Key to Success Seminar

Members News

Welcome to our New Members:

- Monica Grant
- Kelli Hand
- Barbara Lee
- Luana Owens
- Kimmi Harris
- Dianne Jordan
- Carmen Nelson
- Cindy Stroud
- Marcia Scott



October Birthdays

- 10/1 Lucy Johnson CPS
- 10/2 Gaye Choat
- 10/4 Stephanie Holland
- 10/4 Edie Scales
- 10/5 Angela Hosch
- 10/7 Kenya Lenorr
- 10/10 Lydia Perkins CPS
- 10/13 Kim Harris
- 10/17 Sharon West
- 10/18 Tracy Kitchens
- 10/21 Dorethea Hurst CAP
- 10/26 Vicki Nutter
- 10/29 Dorene Powell

November Birthdays

- 11/2 Ruby Riley
- 11/3 Natalie Ward
- 11/6 Jane Craven
- 11/6 Erin Griffin
- 11/7 Teresa Hall
- 11/11 Veronica Perryman
- 11/16 Sandi Fisher
- 11/18 Marcia Jacobson
- 11/19 Darlene Worley CPS/CAP
- 11/23 Shanda Bond CPS
- 11/23 Bernita Lewis
- 11/26 Barbara Farrill
- 11/27 Lisa Cobb
- 11/27 Anita Sisson
- 11/28 Kimberlie Francis
- 11/29 Pam Bishop

Don't forget to buy your iPod raffle ticket. See page 7 for details.

Contact Anita Sisson @ 404-506-3275 to check out one of books from our book club—see page 8 for available books.

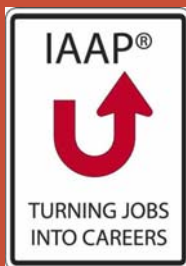
Members on the Move!

Congratulations to Kerri Gibson CPS on being selected as Senior Distribution Support Representative with the Customer Service Team at Georgia Power Company.

Chapter Purpose:

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

IAAP Vision:
To inspire and equip
all administrative
professionals to
attain excellence.



Division & International News

Division News:

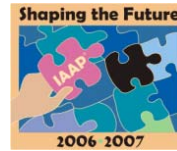


You still have time to register for the Georgia Division Key to Success Seminar 2006. The Seminar will be on November 11 in Macon, GA.

You should have received a registration packet or you can register on line at

www.iaap.georgia.org

International News:



In a recent interview, our 2006-2007 IAAP International President Sandra P. Chandler CPS talked about her theme for the coming year. She has chosen "Shaping the Future as her theme. As a child, she always had fun putting jigsaw puzzles together. The best part was always finding that last piece. "She still does puzzles with her

grandson, and it occurred to her that no puzzle is finished without each and every piece doing its part". This years logo illustrates her concept perfectly—an unfinished puzzle with a hand putting the last essential piece in to finish. "That puzzle is not complete unless all of us are actively involved in building a strong association," she said. Chandler's Five C's sums up her goals for the year. **C**ommitment, **C**ontinuing Education, **C**ommunication, **C**reativity and **C**onnectivity.

Educational Seminar Discounts

IAAP recently formed an alliance with National Seminars Group/Padgett-Thompson, divisions of Rockhurst University Continuing Education Center. This new membership benefit lets you take advantage of excellent discounts.

Members Benefits

- 25% off any 'public' seminar offered in hundreds of locations across the country.
- 10% off tailored, onsite seminars brought directly to your business or chapter.
- 10% off all orders over \$100 from extensive collection of training resources.
- 10% off online courses.
- IAAP membership allows EVERY employee at your location to take advantage of these excellent discounts.

Visit www.natsem.com/iaap—your IAAP custom Web page—to learn how to take advantage of your membership benefits and discounts:

Secret to Happiness

The secret to happiness and well-being is no mystery. All it takes is the ability to do the following:

Forget	Apologize	Admit errors
Avoid mistakes	Listen to advice	Keep your temper
Shoulder the blame	Make the best of things	Maintain high standards

Think first and act accordingly.

Put the need of others before your own.

Forgive

Seems like a tall order? Then try slipping as many of these “secrets to happiness” into your day as possible. You’ll soon be rewarded with a more positive outlook on life.

The best way to forget your own problems is to help someone else solve theirs.

Check out these interesting web sites

Links to Address & Phone number look-ups:

<http://www.anywho.com/>

<http://www.fonefinder.net/>

<http://www.switchboard.com/>

<http://www.therealyellowpageslive.net/live/success.htm>

http://www.whitepages.com/10583/?source=GO000009&KW=phone_number

<http://zip4.usps.com/zip4/welcome.jsp>

<http://www.infospace.com/home/white-pages/reverse-phone>

Submitted by Anita Sisson

Investing/Stock Market:

NASDAQ

<http://www.nasdaq.com/>

NYSE

<http://www.nyse.com/>

Company/Industry Information:

CEO Express

Select from “Company Research” (under “Business Research”)

<http://www.ceoexpress.com/default.asp>

E-Line Financials

Search by company name or symbol for a company’s annual reports, SEC filings, stock quotes, home page, address, earnings estimates, revenues, profit, and current news.

<http://www.financials.com>

Submitted by Faye Sawyer



Georgia Power Chapter Celebrates its Growth

At our October chapter meeting. Ten new members were installed. They are Monica Grant, Kellie Hand, Barbara Lee, Luana Owens, Kimmi Harris, Dianne Jordan, Carmen Nelson, Cindy Stroud and Marcia Scott

Our Special Guest Speaker for the event was Ruby Riley, member, IAAP Georgia Power Chapter. She talked with us about our "Attitudes" and how we can decide to make our day a good one or not by our attitudes.

A special thanks goes out to Chef Tucker with RV Catering. He provided the group with a variety of dishes for food tasting. It was great, so use RV Catering if you have a need for catering.



Ruby Riley



Left to Right (Front Row): Monica Grant, Kellie Hand, Barbara Lee, Luana Owens (Back Row) Kimmi Harris, Dianne Jordan, Carmen Nelson, Cindy Stroud, and Marcia Scott

A word from our Committee Chairs

**Education:
Chair Doris Cook CPS**

The 2006/2007 CPS/CAP Review Course is going great. We have 18 students enrolled in the course and with all our support, we hope to have 18 new CPS and/or CAP holders in the Georgia Division by next summer.

**Scrapbook Committee:
Chair Kerri Gibson**

The purpose of the Scrapbook Committee is to capture the emotions of moments through pictures, revisit photos;

reflect on what they express and leave a lasting legacy of each year's chapter activities. If you have any pictures you would like to share and include in our scrapbook; please forward them to Kerri Gibson or Luana Owens

**Retirement Trust Foundation:
Chair Theda Gardner CPS**

Thanks to all of you for supporting the Retirement Trust Foundation (RTF) 50/50 raffle this year. Congratulations to Sharon Robert on winning the RTF 50/50 raffle in September and Sherry Rogers for the month of October.



Sandra Dodd, Editor
 1453 Highway 120
 Lawrenceville, GA 30043

 Phone: 770-995-4759
 Fax: 770-995-4887
 E-mail: sjdodd@southernco.com

*Please submit any information
 you would like to be included in
 our December edition by
 November 13.*

The Georgia Power Chapter of IAAP will be selling raffle tickets for an iPod Nano 1GB (holds up to 240 songs) from October 6 to November 8, 2006.

1 ticket - \$2.00

3 tickets - \$5.00

To purchase tickets for the raffle, contact one of the following GPC IAAP Board Members:

- | | | |
|----------------------------------|------------------------|--------------------|
| Mary Ellen Cannon | Annie Jackson | Angela Stewart |
| Angela Hosch | Verna Arnold | Sheilda Hayes CPS |
| Doris Cook CPS | Kerri Gibson | Theda Gardner CPS |
| Donna Goodman | Renee Dobbs | Brenda Poitier CPS |
| Sandra Dodd | Susan Williams CPS/CAP | |
| Sharon Mosteller CPS/CAP | Renita Nelloms-Bethune | |
| Shuntrela Rogers-Gillion CPS/CAP | | |

**Board of Directors
 2006-2007**

Officers:

- Mary Ellen Cannon
President
- Annie Jackson
President - Elect
- Susan Williams CPS/CAP
Treasurer
- Donna Goodman
Recording Secretary
- Renita Nelloms-Bethune
Corresponding Secretary
- Sharon Mosteller CPS/CAP
Honorary Director

Committee Chairs:

- Verna Arnold
Ways and Means
- Sandra Dodd
Newsletter
- Angela Hosch
Programs
- Brenda Poitier, CPS
Membership
- Gaye Choat
Web Page
- Doris Cook, CPS
Education
- Theda Gardner, CPS
Retirement Center
- Angela Stewart
Publicity / Information
- Sheida Hayes CPS
Bylaws & Standing Rules
- Shuntrela Rogers-Gillion,
CPS Historian
- Kerri Gibson
Scrapbook



We're on the Web!

[Http://associations.southernco.com/gpc/iaap](http://associations.southernco.com/gpc/iaap)

How many new members did we install at our October Meeting?

Please respond by e-mail only to (sjdodd@southernco.com)

IAAP Georgia Power Chapter Book Club List

Resource/ Type	Title	Author/ Creator
CD (3-CD Set)	"Thinking for a Change "	John C. Maxwell
CD (3-CD Set)	"Winning with People "	John C. Maxwell
CD (w /Workbook)	"Today Matters "	John C. Maxwell
CD (4-CD Set)	"Design Your Dream Life "	Marcia Wieder
BOOK	"Time Traps "	Todd Duncan
BOOK	"Thinking for a Change "	John C. Maxwell
BOOK	"The 17 Indisputable Laws of Teamwork "	John C. Maxwell
BOOK	"Winning with People "	John C. Maxwell
DVD	"Overcoming Life's Goliath's "	Dave Weber
Book & CD-ROM	"Outlook 2003 Step-by-Step "	Microsoft
Book	"Fierce Conversations "	Susan Scott
Book	"Crucial Conversation Tools "	Kerry Patterson
Book	"Stickin' the case for loyalty "	James Carville
Book	"Essential Managers-Interviewing Skills "	Tim Hindle
Book	"Essential Managers-Negotiating Skills "	Tim Hindle
Book	"Essential Managers-Making Presentations "	Tim Hindle
Book	"12 Choices.....That lead to your success "	David Cottrell
Book	"Alter Your Life "	Dr. Kathleen Hall
Book	"Learning to Laugh at Work "	Robert McGraw
Book	"Exploring Personality Styles "	Michael Dobson
Book	"Saying 'NO' to Negativity "	Soie Kaye
Book	"Putting Anger to Work for You "	Ruth & Joel Schroeder
Book	"Assert Yourself "	Lisa Contini
Book	"Lifescrpts "	Stephen M. Pollan & Mark Levine
Book	"Power Phrases-Perfect Words to Say it Right "	Meryl Runion
Book	"New & Improved-25 Ways to be more creative "	Pam Grout
Book	"Discovering Your Purpose "	Ivy Haley
Book	"Going for the Gold "	Lesley D. Bissett
Book	"Organized for Success "	Nanci McGraw
Book	"Productivity Power "	Jim Temme
Book	"Stress Control "	Steve Bell
Book	"Organized to be the Best "	Susan Silver
Book	"Meeting & Event Planning-Complete Idiot's Guide "	Robin E. Craven & Lynn Johnson Golabowski
Book	"The New Office Professional's Handbook "	Houghton Mifflin Publishers
Book	"The 10 Lenses "	Mark A. Williams
Book	"Microsoft Sharepoint 2003 in 10 minutes "	Colin Spence & Michael Noel
Book	"The Administrative Assistant "	Brenda Bailey-Hughes
Book	"The Administrative Assistant "	Brenda Bailey-Hughes
Book	"The Personal Time Management "	Marion E. Haynes
Book	"50 One-Minute Tips to Better Communication "	Phillip E. Bozek
Book	"The Gregg Reference Manual-9th Edition "	William A. Sabin
Book	"The Likeability Factor "	Tim Sanders
Book	"High Five "	Ken Blanchard & Sheldon Bowles
Book	"Color Index "	Jim Krause
Book	"Idea Index "	Jim Krause
Book	"Layout Index "	Jim Krause