

The Power Source

PLUGGING INTO PROFESSIONALISM

MARCH / APRIL 2007



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

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Inside this Issue:



Can you believe that spring is here! This IAAP year is flying by, just four more months. Thank you all for an outstanding Impact Meeting in February. These meetings take a considerable amount of time and energy to come together and many thanks to all of you that assisted. We have four new members to welcome to our chapter as a result of all of the hard work. A special thank you to our guest speakers Richard Holmes, Georgia Power Sr. Vice President; our chapter sponsor, Frank McCloskey, Georgia Power Vice President Diversity; and Joyce Camp CPS.

February 16-18, 24 of the Georgia Power Chapter members attended the initial **Office Boot Camp** held in Savannah, Georgia. Gini Courter and Annette Marquis, of Triad Consulting, instructed 99 of us on maximizing the use of technology in our office. It was very intense, thus the name "boot camp". By the end, we were so full of knowledge we were bursting.

We covered everything you ever wanted to know about Word, PowerPoint and Excel with a little Outlook and Access thrown in for good measure. It was very interactive and kept us on our toes during the day and dead in our beds at the end of the sessions. Yes, they went into the evening. Gini and Annette's presentation had knowledge and wit. You might remember them from many of the workshops held at the IAAP International Conventions. Their presentation skills make you want to learn and have fun at the same time.

We did manage to fit a bit of fun in the weekend. Some of us went on a Ghost Tour and many of us couldn't pass up a chance to dine at Lady and Sons Restaurant, a popular down home cooking establishment. We even had a "Boot Camp Jeopardy Game" to help us review what we learned. One of the winners was our own Anita Sisson.

(Continued on page 8)

EDITOR'S NOTEBOOK:



Hello all, My name is Kimberly Strickland and I am the new Newsletter Chair for the Georgia Power Chapter of IAAP. Here is a little information about myself and my journey to becoming a part of Southern Company.

I was contracted out to Southern Company & Georgia Power by Adecco Staffing Services, starting the late of January 2002. During this time I worked in various departments as an Executive/Administrative Assistant.

I eventually came to the Financial Planning & Analysis Area in late May 2002. In late August, I was hired by Southern Company for The Financial Planning & Analysis Group full time. I have been in this department since then. The department is now called Financial Planning & Enterprise Risk Management.

I attended AIU (American Intercontinental University) in Dunwoody, GA for 1 year. I attended Syracuse University for 3 years and I completed a Certification program "Computer Business Applications" at Onondaga Community College. I also received certification for completing 3 years of Computer Science at Central Technical Vocational School in Syracuse, New York.

It gives me great pleasure to be a representative for IAAP.

Kim Strickland

**SCHEDULE OF EVENTS-
MARCH 2007**

- 3/14/07 - 2007 Education Seminar featuring Susan Miller
- 3/19/07 - Atlanta Chapter March Mtg.
- 3/20/07 - Gwinnett Chapter IAAP Mtg.
- 3/20/07 - Athens IAAP Chapter March Mtg.
- 3/24/07 - Dogwood March Chapter Mtg.
- 3/27/07 - Albany March Chapter Mtg.
- 3/30/07 - Member of the year nominations are due to Annie Jackson

MARCH 2007

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**UPCOMING EVENTS-
APRIL 2007**

- 4/1/07 - Deadline to register for CDW
- 4/11/07 - Coca Cola Chapter April Mtg.
- 4/13-14/07 - IAAP GA Division CDW "Unlock your Talent"
- 4/22/07 - Administrative Professionals Week "Shaping the Future"
- 4/26/07 - Georgia Power Chapter's 15th Anniversary luncheon



OFFICE BOOT CAMP

Savannah



On February 16th - 18th many joined Gini Courter and Annette Marquis in historic Savannah, Georgia for a two-and-a-half days of nothing but the software we use every day -- learning to use it in ways you never imagined.

They delved into Microsoft Office 2003 and extracted the deepest secrets of Outlook, Word, Excel, and PowerPoint (with a little bit of Access for good measure). They learned to maximize the use of

technology in their office.

I am sure that when they left this seminar, their heads were filled with new ideas about how to solve the business problems that challenge us in our workplace.

Don't just take my word for it, here is what 2 attendees had to say:

“What an amazing time! I learned so much through this experience. I thought I was an expert at excel and word, until this boot camp. Annette and Jenny also make it so much fun that you sometimes forget you

are there learning! I will go back for the Office 2007 boot camp.”

Kellie Hand

“Just Spectacular, I was in amazement with some of the new technology that's headed our way, great instructors”.

Felecia L. Stevenson

So make sure that when Boot Camp comes to your area you take advantage and attend. It will be worth your while.



Happy Anniversary



*Happy Anniversary to:
Georgia Power Chapter!
We will be celebrating our chapter's 15th anniversary on Thursday, April 26, 2007. Please watch your mailbox for your invitation to our celebration lunch.*

Doris Cook CPS

2007 EDUCATION SEMINAR

POWER-UP YOUR PERFORMANCE!!

Was the topic of conversation at the March 2007 Education Seminar. There was a total of 81 online registrants for this seminar. Whether for one hour, or a full day, Susan had the unique ability to make people actually **feel better** about themselves, their jobs and

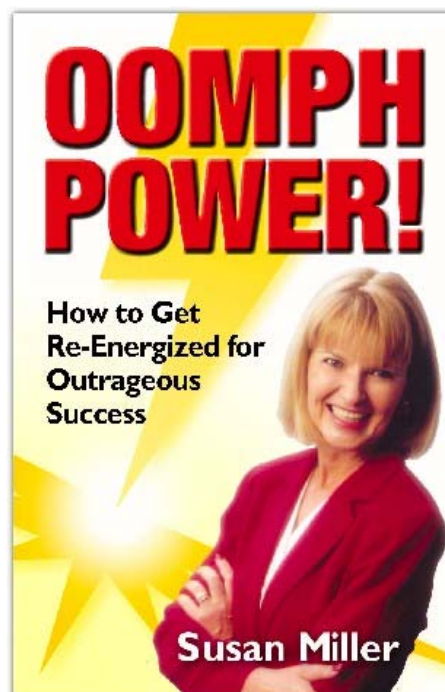
their relationships when they leave her programs. *And* they take with them practical tools for **less stress** and greater success. Topic of tools taught:

Keep Your “ON Switch” On
The Secrets to Powerful Communication

Sparking Creativity
(Innovative Problem-Solving Skills)

Bend, Don’t Break! How to Stay Flexible in a Changing World and **Believe in Yourself**

Susan Miller is an international speaker, trainer and President of Re-Energizing Communications Inc. Susan’s award-winning speeches and seminars have re-energized audiences throughout the United States, Canada and Australia.



HAPPY BIRTHDAY...

February 2007

(Belated)

2/02 Michelle J. Frummet
 2/10 Niambi Ajogbor
 2/12 Kimberly Strickland
 2/19 Linda J. Capps
 2/19 Annie L. Jackson
 2/23 Tawana Haynes Vines
 2/24 Lorraine Henry
 2/25 Marsha Canady
 2/26 Clytee Jones

March 2007

3/03 Melinda Hayes
 3/05 Tammy Lambert
 3/10 Verna Arnold
 3/10 Maryann Marubu
 3/10 Janet L. Pebbles
 3/11 Connie A. McKoy
 3/12 Donna Goodman
 3/12 Brenda Poitier, CPS
 3/19 Donna S. Huckeba
 3/23 Cherryl M. Harris
 3/25 Colette McCloud

April 2007

4/02 Antoinette Brown
 4/14 Joan Stewart
 4/20 Julie Fenton
 4/20 Jacqueline Sheppard, CPS
 4/22 Melanie Ward
 4/29 Jeanette King



[http://](#)

WEBSITES OF INTEREST

[http://](#)

Newspaper Highlights:

www.slate.com/id/2149058/

Articles & Advice:

www.googobits.com

Symbols:

www.symbols.com

Dictionary & Thesaurus:

www.wordsymth.net

Anagrams:

www.wordsmith.org/anagram/index.html

Acronym Finder:

www.acronymfinder.com

Create Bibliographies:

www.noodletools.com/login.ph

Nutrition:

www.5aday.gov

Faye L. Sawyer

"Be thankful for what you have; you'll end up having more. If you concentrate on what you don't have, you will never, ever have enough." -

-- Oprah Winfrey

MAKE THE MOST OF YOUR LUNCH HOUR



Are you stuck in a routine of eat-

ing your lunch with the same crowd in the same place every day? If you have the gift of time to take a lunch hour every day, why not shake things up and make full use of your downtime? Here are a few ways to make the most of your lunch hour:

- Energize yourself. Join a gym, find an exercise or a yoga class near the office or

just use the time to walk briskly for 30 minutes or more. You'll return to your desk feeling revitalized and will likely find that you have more energy to carry you through the afternoon.

- Indulge yourself. Go for a 30-minute massage, have a manicure or pedicure, or visit the library to read a favorite book. Browse a museum, an art gallery or an antique shop

you've always wanted to visit. Use the time to do something that you can't usually take the time to do during your busy evenings and weekends. Even if you are limited in the time you have to spend, you

will benefit from 45 minutes spent in an activity you truly enjoy rather than sitting at your desk looking at the same four walls while you eat your sandwich.

- Change the scenery. Even if you lunch with the same group of co-workers every day, consider going somewhere else to eat. Take a bag lunch to a park or try out a new restaurant. Consider going to an elegant restaurant once in a while as a treat, even if you have to brown bag it the rest of the week to offset the cost. ■

TAXES, TAXES, TAXES...

My My My, Tax time is right



around the corner. If you have not already filed your tax return, don't forget about

the one refund that we all get back. It is the **Telephone Excise Tax Refund**.

The Telephone Excise Tax Refund

(TETR) is a one-time payment available on your 2006 federal tax return. It is designed to refund previously collected long distance telephone taxes.

Taxpayers have a choice: a standard refund amount between \$30 and \$60, based on the total number of exemptions claimed on their 2006 tax return, to eliminate

the need to locate old phone bills; or they can locate those bills and use the actual amount. Either way it is a win-win. Put a string around your finger if you need to, but don't forget about this money owed back to you.

Kim Strickland

MEMBER NEWS...

WELCOME ABOARD TO OUR NEWEST MEMBERS:

Maryann M. Marubu
 Monique M. Hall
 Shirley S. Smith
 Mary P. Burleson
 Yasuko M. Young

CONGRATULATIONS:**Deborah J. Baker**

is celebrating 20 years with GPC. She received her 20-year service award last month.

Annie L. Jackson

is celebrating 20 years with SCS.

She received her 20-year service award this month.

Sharon Mosteller CPS/CAP

Congratulations to Sharon Mosteller CPS/CAP who became a first time grandmother on March 12 with the birth of 7 lb 14 oz Elisabeth Anne. Sharon will leave for Texas on March 20 for 2 weeks to visit with her son Michael and his wife Karen and to help out with Elisabeth.

Wanice Odell

March 2007 - Wanice Odell has been selected as the Administra-

tive Assistant in Transmission Business Controls.

Wanice began her career with Georgia Power Company's Plant Yates. During her 21 years, she gained much experience and knowledge in the following organizations: Forestry & Right-Of-Way Services, Corporate Resource Budgeting & Reporting, Northern Region Vice President's Office, Distribution Services, and Oakley Operating Headquarters. Please join me in congratulating Wanice on her new responsibilities.

CONGRATULATIONS VERNA!



Wellness is
a LifeStyle,
 not just a one time event.



Georgia Power Company has committed to investing in the health and wellness of employees. As part of the Southern *LifeStyle* wellness program and health promotion initiatives, the Southern *LifeStyle* Wellness Center stands as a hub of health and wellness activity. The Wellness Center consists of two components: Southern *LifeStyle* Health Services and Southern *LifeStyle* Fitness Services .

Verna Arnold, IAAP Member of the Georgia Power Chapter took this slogan "Wellness is a LifeStyle, not just a one time event" to heart and was named Member of the Month for the Fitness Center in February 2007.

CONGRATULATIONS Verna on this wonderful achievement.

FROM THE PRESIDENT'S PEN (CONT'D FROM PAGE 1)

Gini and Annette are already making plans for another boot camp next year. If you get the chance to attend, you won't be disappointed. It is well worth your time and expense. keep up on their happenings.

Their website is www.triadconsulting.com to keep up on their happenings.

We had a total of 81 individuals who participated in our Educational Seminar held here in the Georgia Power Auditorium on March 14th. Exciting does not fully express what happened on that day. Susan Miller sent electricity through that whole room. The moment Susan enters a room she lights it up and you wonder "where does she get her energy from"? Her enthusiasm is infectious and that is something we enjoyed catching. She is one of the best motivational speakers on the circuit today.

This is just the beginning of the excitement in the months ahead. Here are a few of the events: Georgia Division's Certification & Development Workshop will be held on April 13-14 at the Renaissance Concourse Hotel (at the Atlanta Airport); April 26 the Georgia Power Chapter will be celebrating our 15th Anniversary and Administrative Professionals Day; and June 8-10 the Georgia Division Annual Meeting will be held at the Marietta Conference Center and Resort. Please check our webpage for more information on all of these events.

As I stated in the beginning, spring is here. Life is not all work and no play. Now is the time to start getting our gardens in order for those beautiful blossoms to begin to show their faces. Gardens will literally burst with color courtesy of lilies, phlox and daylilies in assorted colors. We also will start bursting with colors, no more dark winter colors; it is time again for vibrant colors to appear on us. Spring is a time for us to clean out and donate the things that we don't use any more. Spring is a time to start taking walks and seeing your neighbor again.

This month continue to grow gracefully, creatively and joyously into who you truly are and awaken to our own beauty, both inside and out.

Mary Ellen

"Real success is finding your lifework in the work that you love." -

-- David McCullough

2007 CERTIFICATION & DEVELOPMENT WORKSHOP

C

D

W

Don't forget to sign up for the 2007 CDW. The workshop is scheduled for April 13 - 14, 2007. Please see the website <http://www.iaap-georgia.org/events.htm> for more information, for registration and to pay.

April

13 - 14

2007

MONTHLY FIT TIP.....CORE SECRETS



Secret #1) One of the best ways to lose fat from the mid-section is to take part in a long-term strength, cardio and flexibility program that targets each muscle group, not just the abdominals. It's important to remember that you can not spot reduce the core simply by doing a number of different core exercises.

Secret #2) Exercise your abdominal muscles in the same way you would exercise any other muscle group in your body. Abdominals are muscles just like your biceps, triceps, and chest, therefore they respond to exercise in the same way.

Secret #3) Most feel the need to do a lot of repetitions when training their abdominals because they're not performing the exercise correctly. Just as any other muscle group, gaining strength comes when the abdominals are not overloaded.

Secret #4) Genetics, age and gender determine where you store body fat. They also play a role in where body fat is reduced when exercising and dieting.

Secret #5) Keep it simple and perform basic movements like reverse curls, crunches and oblique twists when working the abdominal muscles. Studies have shown there is no difference in muscle activity when performing the aforementioned movements as compared to high-priced abdominal machines.

Secret #6) Let your abdominals rest at least 24 hours before exercising them again, and make sure you are performing exercises hard enough to really challenge your core muscles.

Source: www.Exercise.About.com

We're on the Web!

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

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Please submit any articles or information for the May/June issue by April 20th.

IAAP Vision:

To inspire and equip all administrative professionals to attain excellence.

Chapter Purpose:

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

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2006-2007

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Verna Arnold

Webpage
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DIVISION & INTERNATIONAL NEWS



IAAP Georgia Division President
Mary Stuckey CPS/CAP



Division News:

- May 1st is the registration deadline for the 53rd Georgia Division Annual Meeting. "Connection is the theme for this year's Annual meeting. It will be held at the Marietta Conference Center & Resort June 8 - 10, 2007. For more information please log onto www.iaap-georgia.org.

For more Division news, go to www.iaap-georgia.org



IAAP International President
Sandra P. Chandler CPS



International News:

- **Get ready to celebrate Administrative Professionals Week, April 22-28, 2007** - this year's theme is "Shaping the Future"
- 2007 International Convention and Education Forum
Tampa Convention Center
Tampa, Florida
July 29-August 1, 2007

Please check Internationals website periodically for updates.

- **CPS and CAP holders and those interested in certification:** Mark your calendars now for the 2007 Certification Con-

ference. The Hyatt Regency San Antonio on the historic River Walk will be the setting for top-notch educational sessions and valuable networking opportunities. October 14 - 17, 2007

For more International news, go to www.iaap-bq.org

