



The Key Page Sara-Keys Chapter Newsletter

Volume 8, Issue 6

International Association of Administrative Professionals

January 2011

President's Corner

By: Kim Stafford, CAP

Happy New Year to all! I hope your holidays were great and you had the opportunity to spend time with loved ones, family and friends.

It's time to make your new year's resolutions. My personal resolutions are to become healthier and to make the things I care about a high priority. I was recently listening to a life coach who suggested to his listeners to make a list of our top five priorities and then to write down how much time we actually spend on our top five priorities. It was quite eye opening to see how little time we actually devote to our priorities. We let other things come before our priorities and can think of all kinds of reasons why we have to do those things instead of our priorities.

Have you made your participation in the Sara-Keys Chapter of IAAP a priority? Participation in our chapter offers many things that I think are on each of our priority lists such as friendship, networking, learning and broadening our job knowledge and skills,

leadership opportunities and having fun which is something we sometimes forget to make a priority.

I hope you will think of your participation in our chapter as a priority. We need you and your thoughts and ideas. At the last chapter board meeting, the board decided to try a few new things for our upcoming chapter meetings. So in January, we are having a potluck dinner at a public meeting place so the cost will not be so prohibitive for members. Please come and share other ideas and thoughts.

The chapter has a lot of exciting events coming up. The garage sale is set for February 12, 2011. Our Administrative Professionals Day event will be the topic at our next board meeting. And of course our postal worker's food drive is in May. We are also working hard to provide programs for our chapter meetings that are informative and will give re-certification points.

I hope you will make the Sara-Keys Chapter a priority in your life. We need each and every one of you to make our chapter all it can be in 2011!

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11 Things You Should Resolve Not to Do at Work in 2011

By Megan Malugani, Monster Contributing Writer

The new year is a perfect time to say “hello” to workplace happiness and “good-bye” to the bad habits that make you miserable and hinder your professional success. You’ll enjoy your time in the office a little more -- and improve your professional reputation -- if you make it your New Year’s resolution to cut down on these 11 counterproductive behaviors:

1. Excessive Complaining

Enough already. Constant whining about insignificant things (“It’s horribly unfair that Department X got a casual day and we didn’t!”) doesn’t serve a purpose and keeps you in a perpetually bad mood. Plus, happy people will avoid you.

2. Gossiping

Ditto for [gossiping](#). The next time a colleague tries to engage you in the office drama du jour, offer a one-word response, like “interesting” or “wow,” and follow it with, “I’ve got to go. See you later.” Repeat as necessary.

3. Heartlessly Criticizing Others

Sometimes you must [criticize](#) a colleague’s or subordinate’s performance. But have a heart when doing so. If possible, mention a few positives for every negative, and try to be constructive rather than cruel.

4. Beating Yourself Up

So you made a mistake, or your brilliant idea actually turned out to be a bad one. No one is perfect. Own up to your mistake, or take responsibility for your failure. Then move on.

5. Taking Yourself Too Seriously

C’mon, lighten up. Admittedly, this may be tough for overworked employees in a difficult labor market. But that is precisely the reason to flash those pearly whites and crack a joke now and then (even of the “gallows humor” variety): Everyone benefits when the tension is brought down a notch, even for just a minute.

6. Stagnating

Are you content to be bored at work? Do you want your boss to consider you uninspired? Probably not. So make it a resolution to learn something new or try something different in 2011.

7. Isolating Yourself

In today’s topsy-turvy job market, professional networking is more important than ever. So this year, don’t hole up in your cubicle. Get out there and meet some new folks -- both inside and outside the company -- who share your profession or work in your field.

8. Blending into the Woodwork

Even if you’ve always had a hard time speaking up in meetings or expressing your opinion to your boss, it’s never too late to start putting in your two cents. Pick one work-related issue that is close to your heart and that you’re knowledgeable about. Contribute a few comments on this issue during a meeting -- you may be surprised at how seriously people take the input of someone who speaks sparingly!

9. Blabbing Unnecessarily

Stating your mind is important, but don't just talk to hear your own voice in meetings, either. Speak up only if you're adding something of value to the discussion.

10. Burning Bridges

Don't assume that colleagues, customers and others who cross your professional path will forgive and forget when you do them wrong. So make it one of your resolutions in 2011 to stay on good terms with your professional acquaintances. Yes, it's sometimes hard, but oh-so-worth-it in the long run.

11. Wasting Time Via Social Media

Wasting time at work is as old as work itself. But a particularly timely pet peeve of many bosses is the overuse and/or misuse of Facebook, Twitter and other forms of social media. Alas, this final resolution -- to curb your social media addiction -- may not make you happier at work in the short term, but it will protect you professionally in the long term.



The following jobs are available in our area:

The following positions were found on CareerBuilder.com and Monster.com:

Everglades University

Sarasota, FL

Contact:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=CJR&APath=2.21.0.0.0&job_id=J3G0BG6Y5F6ZV2MZ5HN

Position: Admissions Coordinator

Salary Range: Not provided

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

Sarasota County Clerk of Court

Sarasota, FL

Contact:

<http://www.clerkkronos.scgov.net/jobs/Scripts/JobOpenings.aspx?q=tNEyv7sh9oIDGIDx5CQe3PF7ng8tV3arELi3LeC6S9NLDVX6QE688VOExY4y97G0AfQ3hV091|UpBIC4xT1eeBmh42plcE3vJDgW1bb3q19oS6>

Position: Court Clerk II

Salary Range: \$25,482.00 - \$40,737.00

Brookdale Senior Living

Sun City Center, FL

Contact:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0I&ff=21&APath=2.31.0.0.0&job_id=J3I4TC61BC0F4184PRM

Position: Business Office Associate

Salary Range: Not provided

If you know of anyone looking for employment, please pass this information along. If you know of any openings, please email Donna Chipman CPS/CAP with the information at Chipman430@yahoo.com

January Chapter Meeting "Bring a Friend" Potluck Dinner

Date: January 18, 2011

Time: Networking at 6:00 p.m.
Potluck Dinner at 6:30 PM-
Please contact Rhonda Miller
CAP at rhmillerscgov.net with
your potluck donation
Program at 7 PM

Location: Sarasota County
Administration Center
1660 Ringling Blvd First Floor
Sarasota, FL 34236

Program: "Self Awareness and Safety"

RSVP by noon on Friday, 1/14 to Pat
Whitesel CAP at pwhitesel@gmail.com and
let her know if you will be bringing a friend



Meeting Recap

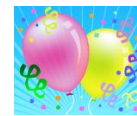
During the December 14, 2010 meeting, some of the items discussed were:

- President Stafford noted that the board had discussed the scholarship program and wished to ask the membership if rather than going through the process of reviewing applications submitted for the scholarship funds, if they agreed with the Chapter providing an annual donation to an educational institution with a stipulation that the funds be applied to an administrative/business type program. The membership voted to approve an annual donation.
- President Stafford discussed the annual garage sale scheduled for Saturday, February 12, 2011, at her home, noting that set-up would be the night before the sale. It was decided to also include sale of baked goods and coffee, and the membership was requested to provide baked goods, which were pre-packaged for the sale.
- Pat Whitesel CAP commented that she had received the full changes on the certification program and would provide them as a link on the website. She also mentioned that due to the new changes for the certification program, Prentice-Hall would not be updating the reference materials for the exams.



Community Service

We will be holding a paper shower for SPARCC at the January meeting. Members are encouraged to donate paper products (i.e., toilet paper, paper towels, paper cups, paper plates, plastic ware, diapers, and wipes, etc.)



Anniversaries

Karen Sue Hall	27 years
Rhonda Miller CAP	3 years
Lynn Sturman CAP	3 years

Never Never

From the Office Professional Newsletter

Never put a question mark at the end of a statement containing an indirect question.

INCORRECT: I have been wondering whether I should consider applying for a promotion?

CORRECT: I have been wondering whether I should consider applying for a promotion.

CORRECT: I have been wondering: Should I consider applying for a promotion?

CPS / CAP Exam Information

For those interested in applying for the CPS/CAP exams for May 6-7, 2011, the deadline for submittal of your registration forms is February 15, 2011. The CAP exam will be given on Friday, May 6, 2011 and the CPS exam will be given on Saturday, May 7, 2011. You can obtain the forms through the

IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

The next exams will be given November 4-5, 2011.

Calendar of Events

January 22, 2011 – Cape Coral Chapter 2011 Annual Seminar

Cape Coral Hospital
Auxiliary Meeting Room
636 Del Prado Boulevard
Cape Coral, FL
Members: \$59.00
Non-Members: \$69.00
7.5 recertification points awarded
www.IAAPCAPECORAL.org

February 5, 2011 - Gulf Coast Chapters Pre-Spring Seminar

February 26, 2011 - Florida Division Spring Education Conference

Orlando Marriott – Lake Mary
1501 International Parkway
Lake Mary, FL
Cost: \$49.00
Four recertification points awarded
Room rates: \$85.00 rate available until January 26, 2011. Call for reservation for IAAP group rate: Conference ID code – iaapsec2011.
Diane Nelson, Director of Sales: 407-995-1100 or 1-800-380-7724

March 6-9, 2011 - International Spring Conference

Hyatt Regency Hotel
Tampa, FL
<http://www.iaap-hq.org/events/conferences/spring>

April 24-30, 2011 - Administrative Professionals Week

June 24-25, 2011 - Florida Division Annual Meeting (FDAM) –

"Gator Heaven in Twenty-Eleven"
Best Western Gateway Grand Hotel
Gainesville, FL

Quotes

Be always at war with your vices, at peace with your neighbors, and let each New Year find you a better man.
~Benjamin Franklin

One resolution I have made, and try always to keep is this: To rise above the little things.
~John Burroughs



Recipe Corner



Lemon Chicken Stir-Fry

Recipe courtesy of 'EatingWell' magazine

Active time: 40 minutes | Total: 40 minutes

Spiked with lots of zesty lemon, this delectable chicken stir-fry has a colorful mix of snow peas, carrots and scallions. But feel free to substitute other thinly sliced vegetables, such as bell peppers or zucchini. Serve with: Rice noodles or brown rice.

Ingredients:

- 1 lemon
 - 1/2 cup reduced-sodium chicken broth
 - 3 tablespoons reduced-sodium soy sauce
 - 2 teaspoons cornstarch
 - 1 tablespoon canola oil
 - 1 pound boneless, skinless chicken breasts, trimmed and cut into 1-inch pieces
 - 10 ounces mushrooms, halved *or* quartered
 - 1 cup diagonally sliced carrots (1/4 inch thick)
 - 2 cups snow peas (6 ounces), stems and strings removed
 - 1 bunch scallions, cut into 1-inch pieces, white and green parts divided
 - 1 tablespoon chopped garlic
1. Grate 1 teaspoon lemon zest and set aside. Juice the lemon and whisk 3 tablespoons of the juice with broth, soy sauce and cornstarch in a small bowl.
 2. Heat oil in a large skillet over medium-high heat. Add chicken and cook, stirring occasionally, until just cooked through, 4 to 5 minutes. Transfer to a plate with tongs. Add mushrooms and carrots to the pan and cook until the carrots are just tender, about 5 minutes. Add snow peas, scallion whites, garlic and the reserved lemon zest. Cook, stirring, until fragrant, 30 seconds. Whisk the broth mixture and add to the pan; cook, stirring, until thickened, 2 to 3 minutes. Add scallion greens and the chicken and any accumulated juices; cook, stirring, until heated through, 1 to 2 minutes.

Makes 4 servings, about 1 1/2 cups each.
Per serving: 263 calories; 6 g fat (1 g sat, 3 g mono); 68 mg cholesterol; 15 g carbohydrate; 31 g protein; 3 g fiber; 290 mg sodium; 237 mg potassium.

To round out your 500-calorie menu, serve this with 3/4 cup cooked whole-wheat pasta

(131 calories) or 3/4 cup brown rice (164 calories)



Vegetable Strudel Filled with Spinach and Sweet Peppers

Recipe courtesy of 'Better Homes and Gardens'

Ingredients

- 5 cups fresh spinach leaves
- 2 medium red sweet peppers, cut into 1-inch strips
- 1 medium yellow summer squash, cut into 1-inch strips
- 2 carrots, shredded
- 1/2 cup sliced fresh mushrooms
- 4 green onions, sliced (1/2 cup)
- 1/4 cup oil-packed dried tomatoes, drained and chopped
- 3 tablespoons grated Parmesan cheese
- 1 tablespoon snipped fresh oregano or 1/2 teaspoon dried oregano, crushed
- 1/8 teaspoon salt
- 1/8 teaspoon black pepper
- Dash ground red pepper
- Butter-flavor nonstick spray coating
- 6 sheets frozen phyllo dough, thawed
- 2 tablespoons fine dry bread crumbs

Directions

1. For filling, place the spinach in large colander; set aside. In a large saucepan cook sweet peppers, summer squash, carrots, mushrooms, and green onions in 4 cups boiling water for 2 to 3 minutes. Pour over spinach to drain; rinse immediately with cold water. Drain well, pressing out excess moisture. Transfer vegetables to a large bowl. Stir in the dried tomatoes, 2 tablespoons of the Parmesan cheese,

- the oregano, salt, black pepper, and ground red pepper. Set filling aside.
2. Spray a large baking sheet with nonstick coating. Place 1 sheet of phyllo on a dry kitchen towel. (Keep remaining sheets covered with plastic wrap to prevent drying out.) Spray with nonstick coating. Place another sheet on top; spray with nonstick coating. Sprinkle with half of the bread crumbs. Place 2 more sheets of phyllo on top, spraying each with nonstick coating. Sprinkle with remaining crumbs. Add remaining 2 sheets of phyllo, spraying each with nonstick coating.
 3. Spoon filling along 1 long side of phyllo stack about 1-1/2 inches from edges. Fold in the short sides over the filling. Starting from the long side with filling, roll up jelly-roll style.
 4. Place strudel, seam side down, on the prepared baking sheet. Spray top with nonstick coating. Using a sharp knife, score into 8 slices, cutting through the top layer only. Sprinkle with remaining Parmesan cheese.
 5. Bake in a 375 degree F oven for 25 to 30 minutes or until the strudel is golden. Let stand for 10 minutes before serving. To serve, cut along scored lines into slices. Makes 4 servings.

Nutrition Facts * Servings Per Recipe 4
 servings * Calories 182, * Total Fat (g) 5, *
 Saturated Fat (g) 1, * Cholesterol (mg) 4, *
 Sodium (mg) 466, * Carbohydrate (g) 29, * Fiber
 (g) 4, * Protein (g) 8, * Vitamin A (DV%) 156, *
 Vitamin C (DV%) 158, * Calcium (DV%) 14, *
 Iron (DV%) 24, * Starch (d.e.) 1, * Vegetables
 (d.e.) 3, * Percent Daily Values are based on a
 2,000 calorie diet

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Vision

To inspire and equip all office professionals to attain excellence.

Purpose

To provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Chapter's Mission

To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence and influence.

Articles Submission

To contribute articles, ideas, quotes and anything to share with members, please submit them to the Newsletter Chairman, Donna Chipman CPS/CAP at Chipman430@yahoo.com