

TRC Talk

Two Rivers Chapter Newsletter
September 2010



Inside this issue:

President's Piece	2
Thank You	2
Articles of Interest	3 - 4
Birthdays/Anniversaries	5
Advertisements	6 - 7

2010-2011
Regular Meeting
Schedule
2nd Tuesday Each Month

September 14, 2010
October 12, 2010
November 9, 2010
December 14, 2010
January 11, 2011
February 8, 2011
March 8, 2011
**** APW 2011 ****

(Date to be determined, a regular meeting will not be held during the month of April.)

May 10, 2011
June 14, 2011

Schedule is as follows unless otherwise noted:

5:30 PM Check in
6:00- 8:00 PM Dinner/
networking/Business Meeting/
Program

To RSVP for meetings, please e-mail
Audrey Priorello ,
apriorello@downers.us or send
reservations with payment to:
Audrey Priorello, CPS

Downers Grove Police Dept.
825 Burlington Avenue Downers
Grove, IL 60515

IMPORTANT! Cancellations are required 48 hours in advance of the event or meeting. Late cancellations and no shows will be billed a \$10 fee. All no show/cancellation fees must be paid prior to attendance at another TRC event or meeting.



Marie Herman CIWD, ATM-B has over twenty years of experience as an Administrative Professional and Efficiency Consultant. Ms. Herman has conducted many workshops at the IAAP International Conventions on topics ranging from developing a strong website to leading a strategic planning workshop to organization tips. She also facilitates workshops with chapters and divisions and provides email mentoring and is a regular contributor on the IAAP HQ Bulletin Board (a wonderful member resource that is vastly underutilized). She has authored several articles for the Technology Tips column on the international DeskDemon site (<http://www.deskdemon.com>). In addition, her articles have been published in many newsletters and magazines, including most recently, a mentoring article in the June 2006 issue of OfficePro and an article on *Becoming the Renaissance Admin* in the June 2007 issue of OfficePro.

By day she supports works at Fermilab, a National Accelerator Laboratory, supporting the Head of the Technical Division.

She has an Associates Degree in Business and is a Certified Internet Webmaster Designer. In addition to being a Certified Professional Secretary and Certified Administrative Professional, Ms. Herman is also a Microsoft Office Certified Application Specialist, certified at the Master

Upcoming Events



September 6
Labor Day Holiday

September 7
TRC Board Meeting
Held at Tezzaron Semiconductor

September 10 & 11
Professional Enrichment Program

September 14
Chapter Meeting
Career & Job Search Strategies:
What Am I Going To Do When I
Grow Up?

Bring a Guest to a Meeting!
1st Time Guest FREE!
Must Register!



Chapter of Excellence

2009-2010

THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence.

President's Piece

Over the summer I had a lot of communication with many of you. Thank you for keeping in touch and sharing many different things with me. One of the best messages I received was from one of our members, Carol Synal. She sent me a link to a great inspirational website. In the email there was an introduction to a book "No Glass Ceiling, Just Blue Sky" by Marcy Blochowiak. I would like to share the book intro with you.

"Women. What an extraordinary group of people! We are so good at so many things. If you want to get something done, have a woman do it. We love a challenge. We love showing people we can accomplish so much. We also care deeply about others. We just can't help ourselves. It is part of who we are. We love helping people. We love making a difference. We love laughing and being a part. We love contributing. The bottom line is...WE LOVE LIFE."

The note in Carol's email was "I know this is about women and we have men in our chapter but I thought this would be a cool intro for our new year." In a way I couldn't agree more! The only thing I would change is this.

"Administrative Professionals. What an extraordinary group of people! We are so good at so many things. If you want to get something done, have an admin do it! We love a challenge. We love showing people we can accomplish so much. We also care deeply about others. We just can't help ourselves. It is part of who we are. We love helping people. We love making a difference. We love laughing and being a part. We love contributing. The bottom line is...WE LOVE THIS JOB!"

The IAAP theme this year is *Passion & Purpose*. If the description above doesn't describe that, then I don't know what does. I would like to ask you what is your passion and purpose for this year? Would you like to become a better administrative professional? Would you like to go back to school? Would you like to become a Member of Excellence? How about getting certification of some sort? I challenge you to find your passion and purpose for this year. Please share it with me. I would love to help you achieve it.

My passion and purpose this year is to be a great leader. As President of the Two Rivers Chapter I will do everything I can to inform and include you in everything IAAP has to offer to you. I will strive to achieve the Chapter of Excellence recognition for us. I myself will strive to achieve the Member of Excellence recognition, and I hope to get as many of you as possible to achieve this recognition too. I will share with you the many benefits of being involved in the chapter – not by just attending meetings but volunteering, attending training classes, shadowing the board, listening to podcasts, reading newsletters, learning about leadership positions and the many other things IAAP and the Two Rivers Chapter can do to help you become the best administrative professional you can be!



Cheryl Franklin, CPS

Cheryl Franklin
Two Rivers Chapter President

Congrats!

Help me congratulate Two Rivers very own Ellen Maglio, CPS...now Ellen Maglio, CPS/CAP on attaining the Certified Administrative Professional (CAP) rating in May 2010. Way to go, Ellen!

THANK YOU!

Cheryl Franklin, CPS, President

I would like to thank Julie Wyatt for stepping up and running for the 2010-2011 Two Rivers Chapter Vice President, Veronica Jones-Finley and Joyce Schumpert for offering to shadow the Two Rivers Board for 2010-2011 as our Board Liaisons, Catherine Peters, CPS/CAP for completing our 2009-2010 annual audit, and last but not least Margaret Bucholz and Nanci Saucier, CPS for all of their work in updating our website. It looks just wonderful and has a lot of great information on it.

I would also like to thank Margaret Bucholz, Past President (2009-2010) for mentoring me, being a great leader, and dedicating her time to making sure the Two Rivers Chapter was the best it could be.

Thank you for everything, Margaret!

Why is Life Long Learning Essential to Success Planning?

By [MJ Schrader](#)

MJ Schrader Success planning is not a single incident. Success takes time. Success requires making adjustments to your plans. Success requires thought. With these things in mind, it should come as no surprise that life long learning is an important part of success planning.



How does life long learning help? Maybe you think because school was long ago, you do not need to learn or you are "too old" to learn anything new. You are exercising your mind, helping your memory, even helping your future. The mind is like a muscle, if you stop using it then you start losing mental abilities. This means coming up with new plans and ideas to reach your goals and achieve greater success start fading.

What should I learn? The world is full of so many different choices. There are more than enough things to learn in one lifetime. You could study languages or learn to say "hello" in every language. Study architecture, new, old or compare the two. Learn business strategies. Try new hobbies. Explore different cultures. There are so many educational possibilities that can help you grow, mentally, emotionally, and even prevent disease.

How can life long learning prevent disease? Many studies have shown that people who continue to learn minimize symptoms of Alzheimer's Disease. Learners are actively using their minds and making new connections. The more connections you have the more likely your brain can compensate for damage caused by falls and disease. Success planning means taking life into account, making your future brighter not by thinking about just what you need now, but thinking about your future.

Do you like games? Games can also help with life long learning and your success. Many different games are fun, yet also provide stimulation for the mind, the body or both. The reason the Nintendo Wii became so popular so quickly was it allowed people to do activities they normally could not. It also became an instructor for people learning yoga and dance who could not afford or go to regular classes.

What if I do not have a game system? There are brain games online. You can turn almost any learning experience into a game. Plus when you turn learning into a game you are creating something, you are pushing your mind, and forcing yourself to set up and learn rules. This helps you push forward into success and makes learning more fun. Your mind will be more open to seeing possibilities, answers, and driving toward your goals and dreams.

Are you wondering how to get started online? Or need a little how to help? You can find friendly, easy step by step at <http://rockstarguidebooks.com/products>.

MJ Schrader has a goal of "making your inner rockstar shine in your online business and life" which is reflected in her amiable and instructional forms.

Make your inner rockstar shine and visit <http://RockstarGuideBooks.com> today

Article Source: http://EzineArticles.com/?expert=MJ_Schrader

Newsletter Submissions – We look forward to receiving submittals from our Two-Rivers Chapter members in the coming months. If you would like to submit an article for a future edition of the newsletter, please refer to the following guidelines:

Submit using MS Word

The length should be approximately ½ page – if you require more, please let us know when submitting.

Include your name, company name and location

Submit photos if available using the .jpg/.jpeg format and include the names of everyone in the photo.

Please submit your articles to: Kathy Brown (kmbrown@sbcglobal.net), Veronica Jones-Finley (Veronica Jones-Finley@GT.com)

Byline:
Marie Herman ATM-S, CIWD
Two Rivers Chapter Member
iaap@mrhenterprises.com

PowerSearching the Internet

In these days of too much to do and not enough time to do it all, few people have time to waste. The Internet can be a powerful time saver if used effectively. Simple changes made to your requests can reduce or eliminate unproductive results (too many answers OR too few!).

Search engines have come a long way from their early days and are much more intuitive in trying to come up with the best matches possible. For the purposes of brevity, this article will focus on yahoo. However, the tips shared here often work on other search engines.

The more specific your request, the more likely you will find the information that you want. However, if a search comes back with no responses (too specific), you need to broaden or reword your request. If your search returns thousands of results, there are several techniques you can use to focus the request. These techniques include using symbols that are known as search engine math.

If you type in *Certified Administrative Professional* as your keywords, some search engines default to searching for **any** of the words, though these days most tend to assume that it is **all** of the words you are looking for. This would return each page that included *Certified* and *Administrative* and *Professional*. However, they may not necessarily be together as a phrase, so these might not be related to what you are seeking. The words become one unit/phrase when placed in double quotation marks, such as: "*Certified Administrative Professional*". This simple change reduced the results on Yahoo! from 30,400,217 to 28,600 hits.

You can check the advanced search function of your search engine to learn if it defaults to all words or any words. In addition, there are many other options available to you in the advanced search features. In yahoo, look for the Options drop down arrow to the right of the Search button.

There are times when you actually want results based on any word that you type, rather than requiring that all words be present on the resulting page. If you were researching meeting locations in New York, Las Vegas, or Los Angeles, you would want the pages to reference the individual cities. If you look only at pages listing all three cities, you severely limit your results. Then you could use the keyword phrases typed in this manner: "*Convention Center*" "*New York*" "*Las Vegas*" "*Los Angeles*", being sure to use double quotation marks appropriately and selecting the option to include **any** words.

To further restrict your results, you can use a plus symbol, which forces the search engine to include a particular word. If you are looking for Paris, Texas, you could type *Paris +Texas*. Note that there is a space before the plus symbol but no space between the plus symbol and the word that follows. This will give you all pages that include the word Paris, but only if they also include the word Texas.

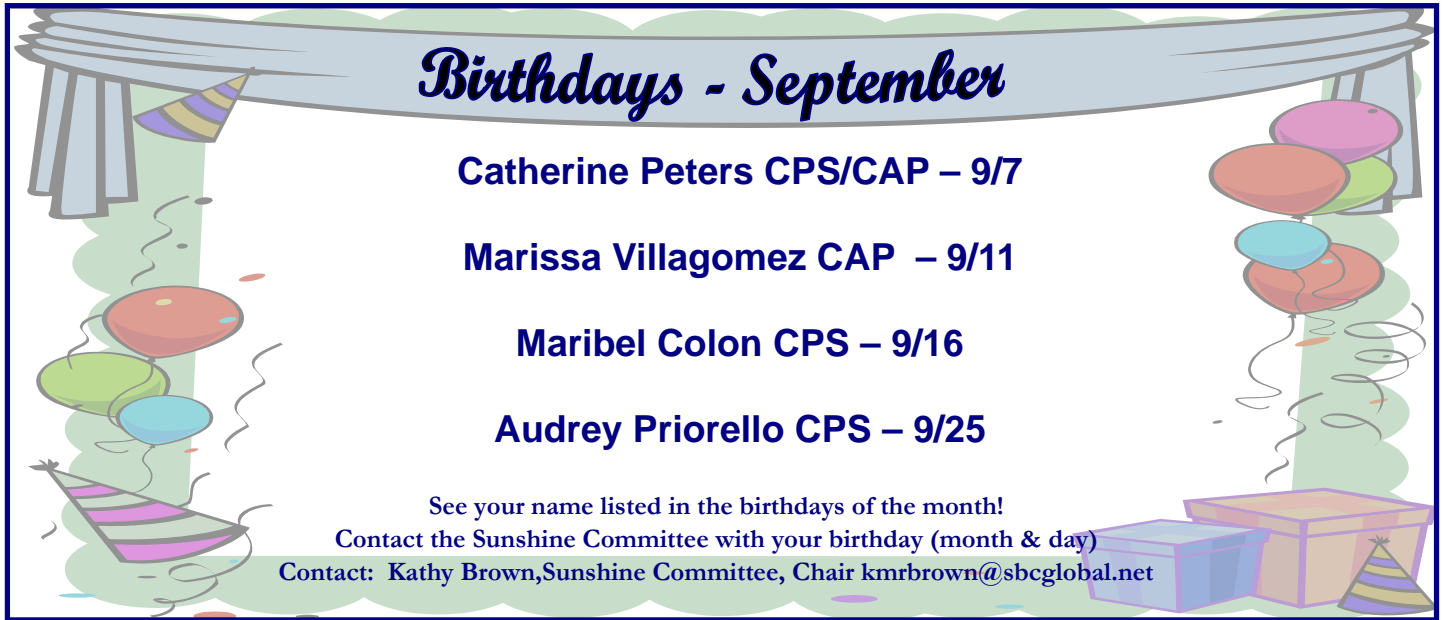
If the search engine provides many undesired results, you can exclude certain words by putting a minus symbol (hyphen) in front of the keyword (again, no space between hyphen and word). Thus *Paris -France* would instruct the search engine to include all results that have Paris on the page, but omit any pages that contain the word France.

These symbols can be used in combination with each other. Using the example above, you could type *+Paris +Texas -France*. This would instruct the search engine to include all results that have Paris on the page, but only if they include Texas and not France.

When using these symbols, be careful not to restrict yourself right out of an answer! If you want to find a hotel anywhere in New York as long as it isn't at the airport and your keywords are *New York Hotel -Airport* you might indeed exclude the airport hotels, but you might also exclude any hotel page providing directions from the airport. That could be a sizeable percentage of appropriate hotels.

The most efficient way to use search engine math is to start by asking the question you specifically want answered and then modifying your request as you see what results are supplied. Most search engines can process natural language queries (questions written in everyday language). You can try typing: *What time does the sun set in Seattle in April?*

The Internet is a useful and powerful resource, but if you don't utilize the tools at your disposal, it can be overwhelming. These simple techniques can greatly reduce the amount of time it takes you to get the answers you need and give you an opportunity to shine!



Birthdays - September

Catherine Peters CPS/CAP – 9/7

Marissa Villagomez CAP – 9/11

Maribel Colon CPS – 9/16

Audrey Priorello CPS – 9/25

See your name listed in the birthdays of the month!
 Contact the Sunshine Committee with your birthday (month & day)
 Contact: Kathy Brown, Sunshine Committee, Chair kmbrown@sbcglobal.net

2009-2010 Member of Excellence Two Rivers Chapter:

Marie Herman, Cheryl Franklin, CPS, Margaret Bucholz, and Lila Baschieri, CPS/CAP.

IAAP Anniversaries - September 2010

<u>1 Years</u>	
Deborah Mitchell Sandy Witek	Kelly Services
<u>2 Years</u>	
Martha Laczynski	Mueller & Company LLP
<u>4 Years</u>	
Kathy Jonas	Tellabs
<u>8 Years</u>	
Mary Flanagan CAP	Judge & Dolph, LTD
<u>10 Years</u>	
Sandra Kiefer	Waste Management



30 DAYS

until Illinois Division 2010 PEP.
 PEP will be held Saturday,
 September 11, 2010 in Peoria, IL.
 We will have 3 exceptional speakers
 and have received approval
 for 4 recertification points.

Check the ID website
 for more information and the
 registration packet.

www.iaap-illinoisdivision.org

You won't want to miss the Friday night
 Murder Mystery Dinner
"And the Winner is...Murder!"
 which begins at 6:00 p.m. The play is
 staged to take place the night before the
 Academy Awards so come decked out
 in your best glitzy attire.
 Come & Party in Peoria!

It's going to be a PEP to remember!
 Send your registration soon.

Vendor Corner



REMARKABLE HOSPITALITY.
INCREDIBLE CUISINE.
LOCAL PASSION.



LUNCH

DINNER

HAPPY HOUR

PRIVATE DINING

LIVE MUSIC NIGHTLY

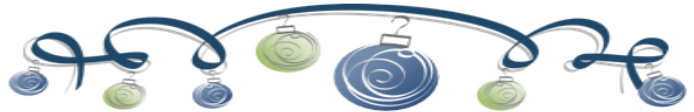
HANDCUT STEAKS

AGED 28 DAYS

FRESH SEAFOOD

244 South Main Street | Naperville, IL 60540
630.305.0230 | sullivans.naperville@steakco.com

WWW.SULLIVANSTEAKHOUSE.COM



HOLIDAY PARTY PACKAGE

**EXCLUSIVELY OFFERED TO
IAAP MEMBERS**

TO INCLUDE:

- ONE HOUR OPEN BAR**
(BEER, WINE, SOFT DRINKS)
- SELECTION OF SALAD**
- CHEF'S HOLIDAY DESSERT**
- FRESHLY BREWED COFFEE & TEA**

ENTRÉES:

INCLUDES STARCH AND VEGETABLE

WILD MUSHROOM RAVIOLI
WITH ARTICHOKE HEARTS, SAGE CREAM,
AND SHAVED PARMESAN CHEESE

PAN ROASTED CHICKEN
WITH ARTICHOKES, TOMATOES, SHITAKE
MUSHROOMS IN A NATURAL BROTH

BEEF MARSALA
SERVED WITH A MARSALA MUSHROOM
SAUCE

~~**\$36.00 PER PERSON**~~

\$25.00 per person

INCLUSIVE OF TAXES AND GRATUITIES

CALL THE CATERING DEPARTMENT AT
630-577-6012 FOR AVAILABILITY AND HOW TO
EARN MEETING REWARDS OR AMEX GIFT CARDS
FOR YOUR EVENT TOO!



Looking for that one-of-a-kind holiday gift?



We can help you with some great gift ideas for your clients and employees.
Simply go to our website, and click on
"Help me with Holiday Gifts".

Take a second to fill out the online form...
e-mail it off to us...
and we'll return some unique ideas for you.

How easy is that?



Do you know a vendor that would like
to advertise in our newsletter?

Are you a vendor that would like to
advertise to a targeted market?

Contact our vendor liaison:
cfranklin@downers.us

YOUR NEWSLETTER COMMITTEE: *Kathy Brown, Chair,*
Veronica Jones-Finley

Board of Directors

<u>Cheryl Franklin, CPS</u> President	(630) 434-5663—Phone cfranklin@downers.us
<u>Julie Wyatt</u> Vice President	(630) 955-8562 wyattj@vmcmail.com
<u>Audrey Priorello CPS</u> Treasurer	(630) 434-5615—Phone aupriorello@downers.us
<u>Kathy Brown CAP</u> Secretary	(630) 569-1133—Phone kmbrown@sbcglobal.net
<u>Veronica Jones-Finley</u> Board Liaison	773-842-5750 Veronica Jones-Finley@GT.com
<u>Joyce Schumpert</u> Board Liaison	(630) 892-4228 JoyceSchumpert@viaassn.org

NIU Naperville Conference Center

Host productive, comfortable events in
multimedia environments:

- Conferences
- Meetings
- Social events
- Training sessions

We provide the extra touches without
the hidden fees.

- Free AV and on-site technical support
- Free parking
- No gratuity or service charge

www.OC.niu.edu.

phone: (630) 577-9101



Hoffman Estates - Naperville - Rockford

**Aubrey
SIGN CO.**

**Business Sign
Specialists**

