

The Empire State of Mind

The New York State Division, IAAP, Inc.®

Special points of interest:

- President's Letter
- Committee Position Filled
- 15 Minutes of Fame

Life's Hard Knocks Get You Down?

How many times in your life have you been knocked down? How did you pick yourself up and go on? At one point in my life I was very close to not getting back up again.

When I stop to think about the number of times I was punished as a child by my parents and admonished by siblings, the number of times my teachers and pastor corrected my behavior, and feedback from boyfriends, bosses, and co-workers...it was a lot. During my weekend in Kansas City for IDPC, we participated in the SELF evaluation. It was determined that I am an 'E' with tendencies towards an 'F'. That means that I am organized but may appear messy, I dress conservatively and am a traditionalist. My 'F' tendencies are being practical and staying with what's worked in the past.

But this test result was gathered at this point in time and probably would have been different when I was a child or even a young adult. I've had some difficult life lessons to learn and grow from; some of which I would have rather avoided. I grew up with an alcoholic father. I'm not ashamed to share that—it is just a fact. He was a funny drunk most of the time and didn't make

things too difficult at home for me. My mother and sisters have different stories to tell. Those experiences taught me to lie and keep my distance from other people because we didn't want anyone to know.

My best friend at church was the pastor's son, Bobby. I remember being about eight years old sitting in the front row with him during



services. His mother played the piano so we sat alone—and goofed off and talked—a lot. His father had a way of looking at us down his nose through his extended index finger that was usually pointed right at us at the high points of the sermon. We would be quiet for a little bit and then dissolve into giggles. Those experiences taught me to value a friend and keep confidences as well as proper respect for my elders.

I married my first husband at the age of 19. It was 1977 and we were optimistic about love and life. We went about our daily lives

building for a future, having children, buying a home, and learning about each other. Unfortunately, most of what we accomplished was short-lived or a disaster. Life did not treat us well, we suffered five miscarriages, lost jobs, and eventually lost each other. Those experiences taught me fear, shame, and loneliness but at the same time made me strong and enabled me to persevere when circumstances were challenging much later in life.

I'm now in my mid-fifties. I finally feel grown up and that my opinion really does matter. I feel confident that my skills are good enough to get and keep a job. I find that I can sustain friendships, loving relationships with my mother, my children, and my husband. All of this is possible because of my past life experiences. They shaped me to be who I am today. Even though I now feel strong and confident most of the time, I still have moments when I falter, question myself, and sometimes fail. I no longer want to crawl into a hole when something goes wrong. I just ask myself if I learned anything from the experience and hope it will help me or someone in my life at a later time.

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IAAP Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The Empire State of Mind

The great metropolis of New York City is the nerve center of the nation. It is a leader in manufacturing, foreign trade, commerce and banking, book and magazine publishing, and theatrical production. A leading seaport, its John F. Kennedy International Airport is one of the busiest airports in the world. New York is also home to the New York Stock Exchange, the largest in the world. The printing and publishing industry is the city's largest manufacturing employer, with the apparel industry second.

Some famous New Yorkers are:

actors Lucille Ball; Humphrey Bogart; and James Cagney; Maria Callas *opera singer*; Benjamin N. Cardozo *jurist*; Paddy Chayefsky *playwright*; Peter Cooper *industrialist and philanthropist*; Aaron Copland *composer*; Tom Cruise *actor*; Sammy Davis, Jr. *actor and singer*; Agnes de Mille *choreographer*; Eamon De Valera *president of Ireland*; George Eastman *inventor*; Millard Fillmore *president*; Lou Gehrig *baseball player*; George Gershwin *composer*; Learned Hand *jurist*; Edward Hopper *painter*; Julia Ward Howe *poet and reformer*; Charles Evans Hughes *jurist*;

Washington Irving *author*; Henry James *novelist*; John Jay *jurist*; Michael Jordan *basketball player*; Jerome Kern *composer*; Rockwell Kent *painter*; Vince Lombardi *football coach*; Chico, Harpo, and Zeppo Marx *comedians*; Herman Melville *author*; Ethel Merman *singer and actress*; Ogden Nash *poet*; Rosie O'Donnell *comedian*; Eugene O'Neill *playwright*; Red Jacket *Seneca chief*; John D. Rockefeller *industrialist*; Norman Rockwell *painter and illustrator*; Mickey Rooney *actor*; Anna Eleanor Roosevelt *reformer and humanitarian*; Franklin D. Roosevelt

president; Theodore Roosevelt *president*; Jonas Salk *polio researcher*; Margaret Sanger *birth control advocate*; Beverly Sills *opera singer*; Barbara Stanwyck *actress*; Risë Stevens *opera singer*; Joe Torre *baseball player and manager*; Richard Tucker *tenor*; Martin Van Buren *president*; Mae West *actress*; Walt Whitman *poet*; Edith Wharton *novelist*.

Reprinted from: <http://www.infoplease.com/ipa/A0108252.html>.

Division Updates

"The 990 filing is due
November 15."

The site visit to the location of the 2012 Annual Meeting took place in Queens on October 22. The committee updated the Board on their progress with the plans for the 60th Annual Meeting. There was a lot of information to cover and we are excited about what will be presented next May. The committee has been hard at work brainstorming, gathering information, and making plans. Start making your plans to car pool or fly to New York. It will be well worth your time.

You will be hearing from the

Committee on Nominations during November, so if you are considering running for election to the NYSD Board, start getting your IAAP resume in order.

We achieved the first criteria for Pathways to Excellence on time. We have seven chapters out of nine eligible for the award at this point with one continuing to participate even though they do not qualify. It's good practice for next year. Remember, the level of member and chapter participation determines whether the NYSD is eligible for Division of Excellence.

An important reminder: The 990 filing is due November 15. Every chapter is required to file. If you cannot locate your chapter on the IRS website, contact IAAP-HQ and they can assist you. The International Board of Directors has been very vigilant on this topic because 18 chapters in the Association have had their status revoked. This puts the entire Association in jeopardy of losing their status.

There's a lot going on in the Division, you won't want to miss any of it!

Six Habits of Highly Productive People

What habits, philosophies, and strategies make some people consistently more productive than others? True productivity means not only getting work done; it means getting the right work done most efficiently. According to an article on Wise Bread.com, "Highly productive individuals can focus on results-driven work because they distinguish productivity from busy-ness." They suggest the following strategies:

- 1) **Embrace Simplicity** by eliminating or automating routine daily/weekly/monthly tasks and delegating.
- 2) **Manage Distractions** by creating boundaries between the task at hand and a diversion.
- 3) **Bend Activities around Inspiration** by leaving your schedule flexible enough to accommodate bursts of inspiration that come our way.
- 4) **Seize Small Blocks of Time** by using your commute to listen to audio books or read your email on your cell phone or iPad and using "found" time, like when someone is late for a meeting.
- 5) **Make Lists and Set Goal Paths** by dissecting this dependency on smaller supporting goals and creating essential

flow for completion. More than just To Do lists, this encompasses all aspects of the goal.

- 6) **Multitask...Sometimes** by being willing and able to juggle five or ten tasks is a given in today's workplace. True productivity shows that can be utterly ineffective at times.

More on this topic can be found at Wise Bread.com.

Committee Chairs



A full list of committee chairmen is a beautiful sight to behold.

Annual Meeting 2012	Lisa Grant-Lynch, CPS, <i>Greater Bronx Chapter</i> and Jeanine Scaccio, <i>New York City Chapter</i>
Bylaws & Standing Rules.....	Stacey E. Thomas, CPS/CAP, <i>Capital District Chapter</i>
Certification Services.....	Lorraine R. Engenito, CAP, <i>Queens County Chapter</i>
Committee on Nominations.....	Irene Bedell, <i>Queens County Chapter</i>
Membership & New Chapter Development	Kathy Whitlock, CPS/CAP, <i>Division Member-at-Large</i>
Newsletters.....	Audra Stempel, <i>Division Member-at-Large</i>
Parliamentary Advisor	Susan L. Cordier, <i>Elmira-Corning Chapter</i>
Programs & Education	Rose E. Morgan, CPS/CAP, <i>Brooklyn Chapter</i>
Retirement Trust Foundation.....	Sheila S. Venner, CPS, <i>Division Member-at-Large</i>
Scholarship	Beatrice T. Williams, <i>Brooklyn Chapter</i>
Student Chapters.....	Susan C. Bauer, CPS, <i>Queens County Chapter</i>
Webmaster	Susan Case, CPS/CAP, <i>Flower City Chapter</i>

Committee Chairman

The Board is pleased to announce that the position of chairman of the Committee on Nominations has been filled. Irene Bedell, Queens County Chapter member, has stepped forward to accept this important committee position.

We are grateful that Irene has agreed to serve the NYSD and look forward to working with her this year. Look for email from Irene in November concerning nominations.

The second 15 Minutes of Fame award was given on October 9 at the Flower City Chapter Meeting. President, Diana Rockwell Wetmore presented the award to Jennie E. Barchet, CPS/CAP, who was surprised and pleased to be honored.

Jennie was honored for her work on the Division Board of Directors as President for the 2010-2011 fiscal year. She successfully

ran the Division on a daily basis while being our ever faithful cheerleader. She led by example and was professional in all of her endeavors. The 59th Annual Meeting was a huge success last May at the Maplewood Inn in Liverpool with Jennie as the Chair of the meeting.

Congratulation, Jennie!

If you would like to nominate one of your chapter members for this

award, please contact NYSD President, Diana Wetmore, with the information.



Jennie E. Barchet, CPS/CAP, and International President, Tamra Goodall, CAP

Winning Workspaces

As work becomes more mobile, it seems that our physical spaces get less and less attention. We're all on the run and instead of taking core principles or organization with us, we sometimes leave them behind completely. ...good organization can optimize any workspace—and boost productivity.

1) De-Clutter—we constantly fight “object creep”; finding space to store items, arranging them, looking for them, and cleaning them. Determine what is essential and keep only those items.

- 2) Focus on Task and Flow—start to organize based on use and workflow using a model of stations along an assembly line.
- 3) Designate a Drop Zone—when you open your office each morning, where do your purse, cell phone, and keys go? Instead of loosing them every day, create a specific place for them and they should not get lost.
- 4) Create a Priority Area—designate a separate “in process” area for tasks that need to be finished so they are easily

identifiable.

- 5) Make it Easy—no space stays organized if you don't make it easy. Don't be over zealous and micro-manage every aspect of your office.
- 6) Embrace Simplicity—often simplicity goes beyond how we arrange objects, it includes the objects themselves. Choose items that are multi-functional. Purge what doesn't work or can't be fixed.
- 7) Bug Out—for last-minute mad-



dashes to the office or short-notice trips, create a mobile “bug out” bag that contains all essentials; phone charger, Ethernet cable, jump drive, toiletry kit, energy bars, etc.

As we look for more efficient ways to manage our work and businesses, let's not forget what's around us. Refocusing on our physical environments can increase productivity and help us work better with far less stress.



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B a c k t o C e r t i f i c a t i o n

As in many cases, timing could be a deciding factor as to when you recertify your credentials in IAAP. My strategy for the last fifteen years has been to wait for the five-year period to approach, and then recertify. Usually I had more than enough credits to easily complete the process. However, there's another side to the coin.

It is three years into your recertification period and you already have over sixty points (the current number needed to recertify). Most people are probably not even aware of this fact. They may file their certificates away and not tally up the points until they need the end of their recertification period.

If you are conservative and not eager to pay the \$75 recertification fee too soon, you may decide to wait another two years. This is definitely a viable option. Unfortunately, that option may actually be detrimental. For the next two years, you may be accumulating credits that are not going to be used. Those 12 credits or more that you receive from attending EFAM (Educational Forum and Annual Meeting) will not have the value that they would have if you

were short of credits. So what's an alternative strategy?

Every six months or so, look at your certification log (that I mentioned in my previous article) and see how many points you have. Note down the number of points and the date that you need to recertify.

Example:

Today is November 1 and you need 40 additional credits to recertify by October 2013.

Write down what future events you may attend along with the possible recertification points, such as Chapter meetings with recertification credit (1 credit/meeting), January 2012 Chapter seminar (1 or more credit), March 2012 Spring Conference in Las Vegas (12 or 18 credits with optional day), Professional Administrative Day® Workshop, April 2012, 2 credits, NYSD Annual Meeting, May 2012 (6 or more credits), and EFAM, July 2012, Grapevine, Texas (12 or more credits). Remember to account for your leadership plans. Aspire to be elected to Secretary for

the 2012/2013 term, 5 credits, and Chapter Way & Means Committee Chair, 2011/2012 term, 5 credits.

By outlining your opportunities, you can plan on where you will be going and what you will be doing in order to get the remaining 20 credits. If you can do get the full 20 credits within one year and intend to go to EFAM in 2013 or the Spring Conference, you may want to recertify in 2012. This way 2013 EFAM's credits can go to your next recertification cycle.

This is the exact strategy that I used this year. With 70 credits as of August 2011 and a recertification date of 2012, I decided to recertify now. That way, I can use my 12 credits from the IAAP Fall Conference in San Diego for my next recertification cycle (August 2016) and I did not lose any value.

Basically, it's important to have a plan. Remember IAAP's slogan for this year "Making the Leap to Remarkable." We need to continuously change in order to "fine tune" our thoughts, priorities, and actions. In addition, we need to "leap" at times to overcome those barriers that most likely we put up ourselves. Dream, plan, and leap.

Lorraine Engenito, CAP
NYSD Certification Committee Chairman