



WRC Members:

We are a little late getting the newsletter out this month but it's full of information so take a moment to read through it – please.

Our speaker for February 9 is Crystal Dollahon with Dollahon Public Relations firm. She will be talking about communication. There is so much more to communication than just written words or a casual conversation. Come to the meeting and see for yourself, it promises to be good and heaven knows it's a skill everybody needs!

Perhaps we will be able to put to use some of the things Jeff Wilkie talked about last month regarding different generations and their communication styles. We are a diverse group so we can practice on each other – how does that sound? It's a challenge some times for both the young and the old to know just how to get through to one another. I'm willing to try if you are but I'm not telling you which category I fall under (okay you can quit giggling now!). Jeff did a great job and we appreciated him taking the time to come speak to us.

In March we have Kevin Kennemer with The People Group speaking to us. He is a workplace consultant. In April we have Joseph Paulk with DRC Inc. He is a mediator / lawyer / jury consultant. April is also our membership recruitment meeting so start thinking of who you can bring with you now so they can save the date on their calendar.

That's all for now. See you Tuesday at the meeting!

FEBRUARY MEETING INFORMATION

WHAT:
IAAP Monthly Meeting

WHEN:
February 9, 2010
5:15 Networking
5:45 Dinner
6:30 Program



WHERE:
The Hyatt Place
7037 S. Zurich Ave., Tulsa, OK

TOPIC:
Communications

SPEAKER:
Crystal Dollahon
Dollahon Public Relations (PR)

COST:
\$16.00 US Dollars per Person

RSVP:
Go to www.iaap-willrogers.org and
1.) Click on "Meetings/Events" tab
2.) Click on "Submit Reservation Here"
3.) Complete RSVP information
4.) Click on SUBMIT button.

Call or email Janet Shook, CPS with questions. P: 918-488-6443; email: janet.shook@zenergyok.com

NECK EXERCISES TO DO AT THE COMPUTER



We stare at the computer
For hours, every day.
MySpace, Facebook and Google
Entrapped us in their hands.

We never take a break
To exercise ourselves.
It seems too hard today.
We cannot leave the Net.

The doctors give us warnings.
But we don't give a dang.
Too lazy for a workout,
Too busy for a break.

I wrote this little poem
For all those at work or play
To make them do some movement
And scare the pain away!

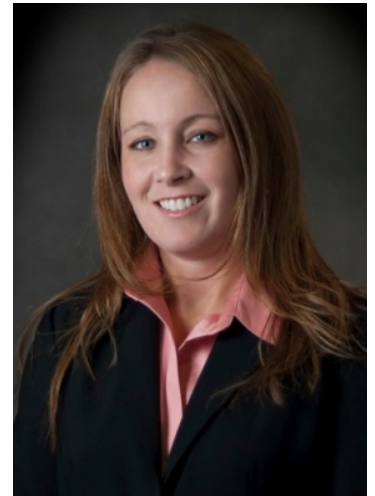
So if you need a warm up,
But cannot leave your chair
Re-read this text all over
At least three times per day!

2010 CALENDAR – FEBRUARY DATES TO REMEMBER

- Feb 10** Cultivating Optimism:
How to Stay Positive
in Tough Times
- Feb 11** Paddle Party Auction
@ 6:30 pm
- Feb 16** Free Seminar/
Estate Planning
@ 6 pm
- Feb 19** Fiesta Game Night
@ 6 pm
- Feb 22** APW Conference
Planning Committee
Meeting @ 6 pm

FEBRUARY SPEAKER

Crystal Dollahon, 28, is co-principal of Dollahon PR, a public relations agency specializing in strategic marketing, internal and external communications, company and brand image and special events. She and her father and business partner Gary Dollahon joined forces in late 2006 to form the company. Together, the two touch nearly every aspect of marketing and public relations among their client base, which includes outdoor industry brands such as Gene Larew Lures, Sebile, Plano Molding Company, Jewel Bait Co. and KG Enterprise. Dollahon PR also represents energy industry clients such as the Gas Processors Association, Gas Processors Suppliers Association and Western Filter Co.



Crystal began her professional communications career with ConocoPhillips' corporate affairs department at the company's headquarters in Houston, Texas. In nearly four years with the company, she gained invaluable experience in a number of communications roles and special projects: newsletters, editing, employee communications, human resources announcements, internet and intranet, presentations, video scripts, media relations, crisis communications and beyond.

Crystal holds a BA in journalism with emphasis in public relations from Oklahoma State University. She is a member of the Public Relations Society of America and Tulsa Young Professionals.

TOPIC OF THE EVENING – COMMUNICATIONS

Effective communication is an important part of any job, but have you ever considered what messages you're really sending to your colleagues? How well you communicate impacts your professional image, relationships with your co-workers and how others view your work and performance. Crystal Dollahon, co-principal of Dollahon PR, will share tips on how to improve your own professional image through effective communication techniques, from face-to-face interactions and e-mail etiquette to managing difficult situations in the workplace.



SPECIAL NOTE OF INTEREST

Okay, I needed to get your attention – did it work? Ha ha ha!

The meeting is TUESDAY, FEBRUARY 9!

That date is almost upon us!

Communication is a hot topic and one many members have expressed an interest in and everyone can benefit from – no matter how short or long you've been in the workforce!

Crystal has some very interesting insights that you won't want to miss – and some fun to go along with it! Mark your calendars and make plans to attend - bring your boss, a co-worker or friend. I know everyone's schedule is busy but I think you will really enjoy this one!



VALENTINES FOR VETERANS



By Brenda Dietzfeld

Let's Share Some Love Will Rogers Chapter!

It's time to put your romantic thoughts towards those who might not have someone to remember them on Valentine's Day (such as a Veteran).

I will be going to the Claremore Veterans' Home on Saturday, February 13, to deliver "Valentines for our Vets". I delivered cards from the chapter last year and the veterans loved them!

If you would like to participate, please get some cute, inexpensive valentines (you can get packages of cards just about anywhere) and sign them however you want. You can address them "To My Dearly Beloved Veteran" or "To A Sweet Soldier" (just an idea). And, I signed mine....from Betty Boop! You don't have to sign your name, but you can if you'd like.

Who wouldn't smile when they get a valentine from a complete stranger?

Please ***bring your signed cards to the chapter meeting on the 9th*** and I will collect them for delivery.

Thanks in advance for thinking of our Veterans who have served our country.

COMMENT ON THE ARTICLE ABOVE

Submitted by Judy London

I want to put my 2 cents in about the activity outlined in the article above (now there is a shock!).

My husband is a vet. I think I told you that before. He was in Viet Nam and treated horribly upon his return. Little gestures, such as the valentines mentioned above, mean so much to the people who receive them -- for reasons we can't even imagine. It may seem like a small gesture to us but to them it is HUGE! So I encourage everyone to participate! Come on girls -- in Brenda's own words - ***"let's share some love"!***



MARCH SPEAKER – ARE YOU READY FOR NEXT MONTH?

Not yet? Lucky for us someone has been pre-planning! I'm just giving you a short sneak preview of what's coming ... our speaker in March will be Kevin Kenemer. He is a workplace consultant and founder and President of *The People Group*, a consulting firm committed to improving employees lives, business performance and society through positive people practices. Wow, that's a mouth full! More information about Kevin and his topic will be in the March newsletter – watch for it!



WRC LENDING LIBRARY

Remember, to check out a book, contact Brenda Hix (Brenda.hix@zenergyok.com).



REFERRAL DIRECTORY

Send listings for the Referral Directory to Cynthia Bradley CPS @ cyn.d.bradley@gmail.com.

Remember, she needs: Company Name, Contact Person, Mailing Address, Phone Number & Email along with who is recommending the company and what their services are.



The information below submitted by Joni Davis

Join the Cutting Edge (Virtual) Chapter for a program you won't want to miss on Wednesday, February 10th at 9:00pm Eastern / 8:00pm Central / 7:00pm Mountain / 6:00pm Pacific.

"Cultivating Optimism: How to Stay Positive in Tough Times," presented by bestselling author Kirk Wilkinson. Kirk will talk about how and why optimists cope better, live longer and have better jobs! (This program has been approved by IAAP for one (1) recertification point).

To register - Send an email to cuttingedgechapter@gmail.com with **February Program** in the subject line.

Include your first and last name in the body of the email. You will receive a return email with dial-in information and program handouts.

Mark your calendars and we'll see you on February 10th!

Debra Engle CPS/CAP
President, Cutting Edge Chapter IAAP

INTERESTING QUOTES (Submitted by Cynthia Bradley CPS)



As soon as you sit down to a cup of hot coffee, your boss will ask you to do something which will last until the coffee is cold. ~Author Unknown

The trouble with doing something right the first time is that nobody appreciates how difficult it was. ~Author unknown, but probably a secretary! (And we all know this one is SO true!!)

Accomplishing the impossible means only that the boss will add it to your regular duties. ~Doug Larson

It's always been and always will be the same in the world: The horse does the work and the coachman is tipped. ~Author Unknown

HAPPY BIRTHDAYS



Cynthia Bradley CPS
Denise Dennis
Thelma Israel

Kaleda
Staci Landers
Eden Moore

IAAP MEMBERSHIP ANNIVERSARIES



Liz Evans

WELCOME NEW MEMBERS

None reported.

AFTER HOURS FUN

Paddle Party Auction Feb 11 @ 6:30
For more information see Thelma Israel



Fiesta Game Night Feb 19 @ 6 pm
For more information see Staci Landers

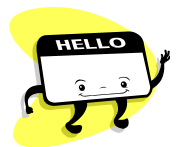


FREE SEMINAR

WHAT: Estate Planning
WHEN: Tuesday, February 16
WHERE: Hyatt Place
7037 S. Zurich Avenue, Tulsa, OK
(Located near 71st & Yale)
SCHEDULE: 6:00 p.m. – Registration / Refreshments
6:30 p.m. – Seminar
7:30 p.m. – Q & A / Wrap-up

This seminar will answer the questions below.
What is Probate and why would you want to avoid it?
What does a Will do and not do?
Why is using a Revocable Trust a better way to plan?
How does it all actually come together and benefit your family?
What is the current law on estate taxes?
How can you best plan for the distribution of your IRA at death?
For more information or to secure your seat, call Cynthia Bradley CPS at 918-392-1900.

APW CONFERENCE PLANNING COMMITTEE MEETING



The meeting scheduled for February 8th has been cancelled.

The next meeting will be:

DATE: February 22

TIME: 6 p.m.

LOCATION: Irwin Law Firm, P.C.
Bradford Place Building
9175 South Yale Avenue
Suite 280
Tulsa, Oklahoma

If you plan to attend, please send an RSVP to Cynthia Bradley CPS by noon February 22 at: cbradley@irwinlawfirm.com. Hope to see you there!



EIGHT CRUCIAL JOB TRANSITION STRESS BUSTERS

by Marshall Brown

Have you just been laid off? Are you "between successes"? Job transitions can be stressful-whether they're due to layoff, a new job or working extra hours because other workers were laid off. If you're facing one of these scenarios consider the following:

1. Take an honest look at yourself. What are your strengths, weaknesses, skills? What is your brand? How are these influencing your transition - positively or negatively?
2. Step up your self-care. Major changes are physically and emotionally taxing. You need self-care now more than ever. Do things that will bring joy into your life and lower the stress.
3. Engage your curiosity. What am I doing well? What do I need to be doing differently? What could I be doing better in my job search?
4. Find support. Since your transition affects your family as well, it may be best to seek the outside support of friends or professionals.
5. Focus on what you want, and less on what you don't want. Keep your eye on the prize. Define and express your vision.
6. Find time to play. Turn "recreation" into "re-creation". Gather some friends to play board games or soccer. Find activities that create laughter, which benefits emotional and physical health.
7. Let go of how things were "supposed to be" and accept "how things are." Find appreciation for what is.
8. Keep things in perspective or try on a new perspective. Don't get stuck. Remember, the only constant is change.

No matter what phase of job transition you're in, know that you must implement these stress busters in a way that best fits your daily life plan; there is no cookie-cutter approach. Job transition, particularly job loss is often described as feelings of loss, grief, and other traumatic emotions. Be sure to take the time to recognize how utterly beautiful you truly are and use that energy to help you funnel your next steps while easing back into a system. You have control over your destiny. Cheers to your success!

This article was originally published in the January edition of Marshall Brown & Associates' It's All About You! Ezine."



FUTURE DATES TO REMEMBER



Mar 5	Employee Appreciation Day	April 13	Will Rogers Chapter Monthly Meeting "Body Language" Presentation By Joseph Paulk, DRC Inc. & Chapter Membership Recruitment Meeting
Mar 9	Will Rogers Chapter Monthly Meeting Speaker: Kevin Kennemer, The People Group	April 15	Tax Day
Mar 14	Daylight Savings Time Begins/ Spring Forward 1 Hour	April 24	APW Conference
Mar 17	St. Patrick's Day	May 31	Excellence Program Documentation Due
Mar 20	Spring Begins!		
Mar 30	Will Rogers Chapter Board Meeting		

SUPERCOMPETENT KEY #1: ACTIVITY. ACTIVITY DEMONSTRATES VALUE AND REFLECTS IMPORTANCE.

In this competitive economy, just being able to do your job is no longer enough.

Competence is simply expected in today's workplaces. But you can't be **simply** competent; you have to be **Super Competent**^(TM) to get an edge. Laura Stack's new book, **Super Competent: the Six Keys to Perform at Your Productive Best** (Wiley 2010), gives high potentials proven methods to reach peak performance and achieve breakthrough results.

You'll discover the six keys to unlocking your full potential: Activity, Availability, Attention, Accessibility, Accountability, and Attitude. The Productivity Pro®, Laura Stack, gives you a clear and practical system for achieving Maximum Results in Minimum Time®. By contrasting **Super Competent**^(TM) hero thinking with simply Competent zero thinking, you'll see that transforming your performance is not about mantras but mindsets.

Super Competent will be available in August 2010, just in time for your fall conference or leadership development program.

When the rubber hits the road, the difference between merely having ability and being exceptional may be the difference between losing your job and keeping it. The best workers possess a constant, expansive ability to be good at everything they do, no matter how general or specific. In this next series of six monthly newsletter articles, I'll show you how to master the six universal Keys to workplace success. In this first article, we'll cover the first key: Activity.

Super Competent people have an acute sense of direction, in which the nature of their activities reflects their relative priorities. They're particularly aware of one thing that escapes most of their colleagues: that being busy and being productive are two very different things.

You can be busy all day long, running from one brushfire to another, and not accomplish anything productive at all. True Activity involves knowing your goals intimately, keeping them constantly in mind, and working toward them in an efficient way that wastes a minimum of energy and time. **Super Competent** people aren't hidebound by the old ways of doing things, either; if there's a possibility of doing something more efficiently, they suggest or implement it. Here are a few ways to help you fine-tune your workday in the Key of Activity, keeping things humming along like a well-oiled productivity machine.

- 1. Know exactly why you work hard and what you're trying to achieve.** You can't be very productive if you don't know what you're working for. Plan out your goals and dreams, and work toward achieving them. Learn what makes you tick, own your destiny, and keep focused on your mission.
- 2. Know what to do, when to do it, and why.** Take initiative and do what needs to be done when it needs to be done. Don't just work on projects in the order they come across your desk; learn to structure your time and processes effectively, or others will out-compete you.
- 3. Create systems to perform tasks more efficiently, so you can leave the office on time.** Too often, we're gulled into working harder than we should by stuff that was supposed to make our lives easier. Step forward and create or suggest more efficient ways of doing things, so that you can take back your time.
- 4. Regularly rest and recharge your batteries, so that you can be productive and creative when you return to work.** For heaven's sake, you're not a robot. Take a break when you need to! As long as you don't become a slacker, taking time off can be one of the healthiest, most productive things you can do.
- 5. Do the day's most profitable and valuable tasks first.** Instead of taking care of piddling brushfire issues, learn to delegate. Put the most important tasks at the top of your list, and work through them first--then do all the rest, if you have time. It's not a sin to let unimportant tasks go.

At the end of the day, all that matters is results--and results are measured by productivity. That means you need to be very sure that your time is not only accounted for, but has real value.

Productivity, in its most meaningful sense, is all about reaching high-value goals in every area of your life, often in the shortest amount of time (but not always, such as spending time with loved ones). Nobody cares how many things you crossed off your list. Nobody cares how busy you were last week if key projects are falling through the cracks.

Only results matter, so strive to get the most value out of every day. Grab your dreams and get going!

Make it a productive day!^(TM)

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© 2009 Laura Stack. Laura Stack is a personal productivity expert, author, and professional speaker who helps busy workers Leave the Office Earlier® with Maximum Results in Minimum Time®. She is the president of The Productivity Pro®, Inc., a time management training firm specializing in productivity improvement in high-stress organizations. Since 1992, Laura has presented keynotes and seminars on improving output, lowering stress, and saving time in today's workplaces. She is the bestselling author of three works published by Broadway Books: The Exhaustion Cure (2008), Find More Time (2006) and Leave the Office Earlier (2004). Laura is a spokesperson for Microsoft, 3M, and Day-Timers®, Inc and has been featured on the CBS Early Show, CNN, and the New York Times. Her clients include Cisco Systems, Sunoco, KPMG, Nationwide, and 3M. To have Laura speak at your next event, call 303-471-7401. Visit www.TheProductivityPro.com to sign up for her free monthly productivity newsletter.

ARE YOU TEACHABLE?

By: Cynthia Bradley CPS



Has anyone ever asked you this question? Better yet, have you ever asked yourself this question? Yes, everyone learns things – but usually on a “need-to-know” basis. We learn things to function successfully at work, how to drive a car, program the DAR, etc. That’s not what I’m talking about. What I’m talking about is BEING teachable. Being teachable means that you consistently do the following:

1. **Practice being a beginner.** Use your senses to see and hear things the way a beginner or a child might see and hear them. Approach familiar ideas and experiences from a different perspective. Don’t assume. Be willing to experience things more than once. Keep your mind open for new information, even if it might be hiding in the form of the familiar.
2. **Be curious.** Put yourself in new and unfamiliar situations. And, ask questions! Don’t shy away from experiences because you don’t know anyone, or you think you might fail, or you don’t know what to expect. That’s the point! Pursue things that interest you and ask lots of questions. You’ll gain a wealth of knowledge and have fun at the same time!
3. **Put your new knowledge into practice.** Look for opportunities to employ what you learn and practice, practice, practice until your newly acquired skill or information becomes naturally yours.
4. **Teach others.** Share your knowledge and help others. You’ll not only build relationships, but confidence in yourself as well.

Being teachable will naturally heighten your awareness. You’ll find that you are a better administrative assistant because you listen better and pay more attention because you are in a learning mode. You’ll be better at assisting your executive and others around you because of the new skills you develop and the new and better relationships you’re building.

Being teachable means being willing to learn and try new things. Even though you might make mistakes or even fail along the way, keep a willing attitude and try, try again. Doctors practice medicine and lawyers practice law. And, ***practice doesn’t make perfect . . . perfect practice makes perfect.*** (Think on that one a while!) Perfection isn’t the goal - being teachable is the goal!

Everyone can be teachable. It’s not something you’re born with, it’s something that is nurtured. Being teachable begins with a choice, then with practice becomes a mind set and eventually becomes a character trait. And, what a wonderful characteristic to have!

So, are YOU teachable?



JUST THINK ABOUT IT A friend sent these to me and I thought I'd share ...

QUESTIONS

Can you cry under water?

How important does a person have to be before they are considered assassinated instead of just murdered?

Why do you have to 'put your two cents in'... but it's only a 'penny for your thoughts'? Where's that extra penny going to?
Why does a round pizza come in a square box?

How is it that we put man on the moon before we figured out it would be a good idea to put wheels on luggage?

Why is it that people say they 'slept like a baby' when babies wake up like every two hours?

Why are you IN a movie, but you're ON TV?

Why do people pay to go up tall buildings and then put money in binoculars to look at things on the ground?

If Jimmy cracks corn and no one cares, why is there a stupid song about him?

If the professor on Gilligan's Island can make a radio out of a coconut, why can't he fix a hole in a boat?

Why does Goofy stand erect while Pluto remains on all fours? They're both dogs!

Do the Alphabet song and Twinkle, Twinkle Little Star have the same tune?

Why did you just try singing the two songs above?

Did you ever notice that when you blow in a dog's face, he gets mad at you,
but when you take him for a car ride, he sticks his head out the window?

WHY, WHY, WHY

Why do banks charge a fee on 'insufficient funds' when they know there is not enough money?

Why does someone believe you when you say there are four billion stars, but check when you say the paint is wet?

Why doesn't Tarzan have a beard?

Why does Superman stop bullets with his chest, but ducks when you throw a revolver at him?

Why is it that no matter what color bubble bath you use the bubbles are always white?

Why do people keep running over a string a dozen times with their vacuum cleaner, then reach down, pick it up, examine it, then put it down to give the vacuum one more chance?

In winter why do we try to keep the house as warm as it was in summer when we complained about the heat?

And the FAVORITE.....

The statistics on sanity is that one out of every four persons are suffering from some sort of mental illness. Think of your three best friends -- if they're okay, then it's you.