

PRESIDENT'S MESSAGE:

January 2012 President's Message

Happy New Year!

A new year is beginning and it is a time of reflection. Do you need to make changes in your personal life? Your business life? Are you satisfied with the way things are, or do you need to make some nips and tucks to readjust? I hope you make the time to set or stay your course in the right direction for you!

Our evening at Santo Suossos Restaurant was filled with grand holiday spirit! We enjoyed a great meal with attentive service. It was nice to be in their separate dining room and be able to talk and network freely. The food drive went so well, and as door prizes were given out, a holiday song was sung by the winning member! Oh what fun! Alice Kanta, CAP-OM gathered many prizes for the raffle and a big thank you goes out to her and to Eloise (Stanton) Dolph, CAP-OM in coordinating our civic and social event. In addition, I have included in this newsletter my thank you note for the gifts I received that evening.

Our next business meeting is January 10 and our guest speaker is Andrea Lawver from Office Team. She will be giving a presentation on Time Management which is always an informative and enlightening topic. A recertification point has been applied for this program.

Christine Warner, CAP updated the membership roster and it was sent out via email. Please print and replace your old pages for your black binder. If you need a copy printed for you, please let Christine know so she can replace for you.



At the January meeting we will update our "becoming a remarkable member" cards. Who knows? Perhaps you have reached the goal!

The Administrative Professionals Day committee met and the April 25 event is moving forward with the speaker and location determined. Please contact Sandi Singer if you would like to participate on this committee. It certainly will enhance your event planning skills.

I look forward to meeting with you in January as we begin the second half of our 2011-2012 *Making the Leap to Remarkable* chapter year.

Happy New Year to you and your families. My wish is for good health, peace, and blessings for all of us.

Best regards,
Nancy

CHAPTER OFFICERS:

President:	Nancy Starner, CAP-OM
Vice President:	Pieri Levandofsky
Secretary:	Shelley Mack, CAP-OM
Treasurer:	Peggy Folk, CAP-OM

In this Issue:

- Committee Reports
- Important Dates
- Holiday Social Pictures
- Habits to Improve Self Esteem
- Birthdays/Anniversaries
- Thank you note from President Starner
- Registered Trademark Usage
- Tech Corner
- Administrative Skills Series

Membership Committee Report *Christine Warner, CAP***Membership Toolkit**

As we leap into 2012, the theme of Refresh, Reconnect and Recharge is in full swing for the Membership Committee. I've asked several members for their assistance with a small project for the Membership Committee and I appreciate everyone's consideration in lending a hand. At the Holiday Social on Dec. 13, membership toolkit folders were distributed to those in attendance to include in their membership binders when the occasion arises that a prospective member may be asking for information about IAAP. The folder includes a prospect letter, answering objections script, membership application, list of employers, the 2011-12 skill series brochure and a page about the updated certification ratings. As you get inquiries from individuals, please advise if there are other resources that would be helpful to have in the folder. One item that will be provided in the near future is a membership marketing brochure that's currently being developed. And don't hesitate to refer them to our chapter website as well.

Leftover toolkit folders not distributed in December will be placed in the accordion file for the next chapter meeting under that member's name so make sure you look for yours and place in your binder for future reference. Also, if you haven't already, please advise if you aren't able to print a copy of the updated membership roster pages so I can get those to you.

Inviting Prospects

In an effort to continue spreading the word about IAAP in the 2011-12 year, your help would be greatly appreciated in writing down a list of 3-5 names of individuals you know who may be good prospects for membership and inviting those individuals to a specific chapter meeting in the next three months or consider approaching them about the upcoming Administrative Professionals Day event in April. The prospect letter included in your toolkit folder can be used specifically for this purpose. If you don't have your toolkit folder yet but would like a copy of this letter, please advise so I can e-mail it to you.

Have you considered...

- a fellow employee or his/her spouse
- parents of your child(ren)'s friends
- office professionals at your dentist, eye doctor, dermatologist, local clinic or family doctor's office
- individuals from community activities or at church
- anyone you regularly contact at outside organizations from the office or at home
- neighbors, friends or family members

If any individuals you invite express an interest in attending, please advise me of their name and contact information so guest materials can be prepared for them at the chapter meeting. And feel free to share with them any materials from your toolkit folder. You're welcome to make copies of items or I'll be happy to provide more for you. Let's not keep IAAP a secret and share what a great resource it is for us. Hope you will consider inviting someone in the near future.

Upcoming Membership Webinars

(Not eligible for recertification points. All times are Central)

Launching A Successful Membership Drive:

[11:00 a.m.-12:00 p.m. Tuesday, Jan. 10](#)

Budgeting 101 (with IAAP International Treasurer Wendy Melby, CAP-OM):

[8:00-9:00 p.m. Thursday, Jan. 26](#)

Website Committee Pieri Levandofsky

Visit our website: www.iaap-medinacounty.org to view pictures taken at the December 13th Holiday Social!

The member only section has forms and roster information available. If you need help logging into the system, please email me at: jpsky2728@aol.com.

Certification Committee Diane Sullivan, CAP-OM

Ladies, is it worth it? This may be the time to draw your line in the sand. Do you only want a job or do you want a career? Life is not easy – we are all busy - but whether you spend the money and study for the exam or not – time will continue to fly by. You can fit into your life, whatever you value. Think about taking your certification exam. We have many members with certifications – ask them what it means – determine if it is something that would be of value to you. There are two certifications:

Certified Administrative Professional (CAP) & Organizational Management (OM).

Registration Deadline Dates: February 15 & August 15, 2012

Exam Dates: May 5 & November 3, 2012.

To take the 2nd Certification Exam (OM), you must either be a current CAP holder or be applying to take the CAP. Google the certification exam or use the link below to see the detailed guide for the OM exam.

<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMExamGuide.pdf>

What information is part of the Organizational Management specialty exam?

36% Organizational Planning **27%** Advanced Communication

23% Advanced Administration **14%** Team Skills

The Organizational Management specialty exam is a 3½-hour exam administered Saturday afternoon. Certain international centers have been approved to give the exam on days other than Saturday.

Late applications will be accepted February 16-28 and August 16-31 with a late fee of \$50. No applications will be accepted beyond those dates.

The New Year is right around the corner! How will you feel when you study for and pass a certification exam? Will it be worth the time, money, and effort? I definitely think so! But don't take my word for it. Come to our Christmas Social this year, spend a few minutes talking to some of the ladies who have wrestled with this question and ask is it worth it? Maybe a better question to ask yourself, "am I worth it?"

Box Tops for Education – December 2012

Submitted by Diane Sullivan, CAP-OM



OK – It's Time!!

Yes, January is the time to make new resolution, set new goals, and think about your future. January is also the time that Giant Eagle gives a coupon for 50 extra box tops every time you buy 10 Box Tops for Education products in one shopping order. We were never told how many box tops the winning chapters saved – and we don't know if we can win the Avery Challenge Cash prize this year – but we do know that last year we helped a grade school purchase 4 smart boards and we can help another school this year!

We have already collected several envelopes full of box tops. Please consider purchasing some Kleenex, Ziploc, GM cereal, Progressive Soup, Pillsbury, Betty Crocker, Juicy Juice and Green Giant products in January to earn the extra 50 in box tops!!



Thank you –
Diane Sullivan, CAP-OM
Medina County Chapter Box Tops Coordinator

Dessert Treat!

Pam Brooks

And

Friends Business Source

treated our entire group to dessert
at our Holiday Social on December 13th.



THANK YOU !

Programs Committee *Eloise (Stanton) Dolph, CAP-OM*

Our Professional Series starts off 2012 in what better way than to save time. Please join us Tuesday January 10th at 6:00 p.m. as the Medina County Chapter features Andrea Lawver, Senior Staffing Manager at Office Team.

Her topic on Time Management will give us great tips and advice on saving and managing our time both at home or in the office.

Hope everyone enjoyed the Holidays and I look forward to seeing you all in the Community Room at the Medina County Library on January 10th!

APD Committee *Sandi Singer***Reminder for those interested in working on the APD event**

We will have a meeting after the next board meeting on January 24. Board meeting starts at 5:30 at the Medina Library. We plan on meeting at 6:30 if you are just coming for the APD planning.

We are signing up vendors for the APD Event. We have 4 committed already - Thomas Limousine, Premier Jewelry, Legal Shield and Pampered Chef!!!

Deadline for past vendors is **January 6** to reserve their spot.



Congratulations to our
Program Committee Chair!
Celebrating the marriage of
Eloise (Stanton) and Gerald Dolph
December 3, 2011



Important Dates



**Medina Chapter Administrative Professionals Day Event
April 25, 2012 – Blair Center, Westfield Center, OH**

**Northeast Ohio Local Area Meeting (NEOLAN) –
March 24, 2012 – Hosted by Indian Trails Chapter**

**Ohio Division Annual Meeting (ODAM)-
June 22-24, 2012 - Cincinnati, OH**

**2012 Spring Conference –
March 4-7, 2012 – Las Vegas, NV**

**International Education Forum and Annual Meeting (EFAM)
– July 22-25, 2012 – Grapevine, TX**

**MCC Business Meeting – January 10, 2012
MCC Board Meeting – January 24, 2012**

2011 Holiday Social December 13th at Santo Suossos Restaurant



Habits to improve self-esteem

Submitted by Diane Sullivan, CAP-OM

There are tons of articles out there claiming capability to change your life for the better, but the truth is that it's completely up to you. Or not. Let me paraphrase that. In order to change anything in your life you need to look up for your old limiting habits first. Yes, that's right. Let me suggest you a new ones I found helpful in my own self-esteem building.

1. Decide & do it instantly. If you decided to go and try bungee jumping then go and do it as fast as you can before the voice of second thought would tell you what you can or cannot do.

2. New things to learn every day! Make it a habit! Chose subject and learn something new every day step by step. From fun facts you can share with your friends to the art of making woolen pictures... Whatever you are into – don't delay it – learn it now.

3. Make sure you get it right. If you are not sure of some subject – just ask for an explanation. Yes, I know, there are pretty darn annoying people out there who wouldn't mind to rub it in your face that you didn't know something for sure, that may have been obvious for them. So what?! Take a look at point 2 and get on with it. Clarify. Learn new no matter what other may think. You learn, you develop yourself as a person – that's the only thing that matters.

4. Shape it up! Ever wanted to try street dance, step, bikram yoga or any other fun active stuff? Do it now. You know better than me – a healthy body possesses a healthy soul. Beautiful reflection in the mirror is another self esteem booster we cannot deny.

5. Walk with style If you are not happy with your current style – change it. It's a simple thing to do and is even a boost to the arty part of your soul.

6. The power of smile Smile more often and stop being so hard on yourself and others around you! Shake the grumpiness away! It will never give you any self esteem kick whatsoever. I promise. So again – be happy and smile as often as you possibly can 24/7.

7. STOP comparing Or should I say NEVER compare yourself to anybody else. Yes, that is a hard pill to swallow but the only comparison that can be allowed to take place is the one where you compare yourself of today to yourself of yesterday!

8. NOT GUILTY As an example, if your friend blames you for breaking that old lamp on purpose – do not justify or look for lame reasons why you broke it. Tell the truth. You hated that lamp and it was time for it to go for good. Guilty look full of excuses for a justified act makes it unjustified.

9. Ideally NOT idealistic There are no ideal things or people in this world so stop feel bad about it. Forget what you did wrong and focus on what to do right in the future, or now! Be friendly to yourself and others and remember – no one is perfect.

10. Be initiative Compare the overall number of times you say “Yes” and “No” to new experiences in your life. Analyze that number. Make a decision to change your life for the better by saying “Yes” more often.

<http://www.stumbleupon.com/su/1BJ4QK/havingtime.com/10-simple-habits-to-improve-self-esteem/>



Birthdays

Alice Kanta, CAP-OM
January 5th

Shelley Mack, CAP-OM
January 31st

Anniversaries

Shelley Mack, CAP-OM
January 2004

Thank you note from Nancy Starner, CAP-OM

Thank you to the Medina County Chapter members for my wonderful Christmas gifts. I received a massage gift certificate which will allow me two sessions and that will be such a special treat for me! You knew exactly what would make my day! I also received a Christmas mug filled with chocolate candy – yum! I appreciate your generosity and thoughtfulness. Thank you so much!

Kindest regards,
Nancy

CAP-OM and the Registered Trademark Usage

IAAP Certification manager Kathy Schoneboom, CAP-OM provided some great information for all of us in the General IAAP Discussion e-Group recently in response to a question which was posted. The member was asking about the proper use of the registered trademark with the new certification designation. Here is Kathy's answer.

IAAP does have the registered trademark for Certified Administrative Professional and CAP; so you would want to use the ® behind the CAP when writing about our certification program. And you only need to use the trademark sign with the first reference; you do not need to use it throughout the document. You would not use the trademark sign with CAP-OM. And you would not use the trademark sign with the CAP behind an individual's name.

As you review your chapter documents for any needed certification designation updates, the above information will be very useful. Pass the word along!

Susan Straub, CAP-OM
Ohio Division President 2011-12

Tech Corner

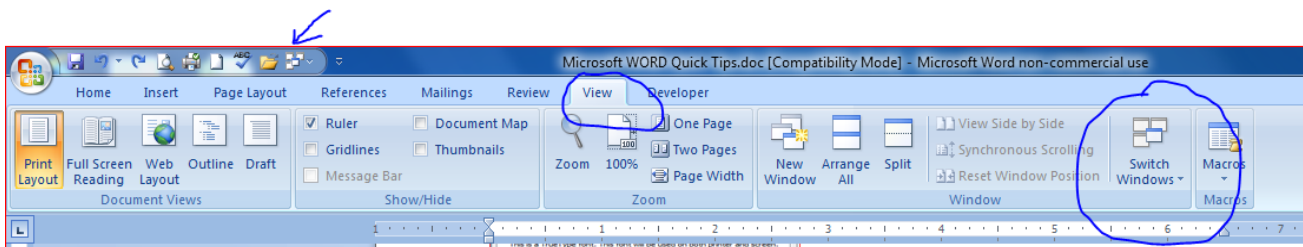
Submitted by Pieri Levandofsky

Microsoft WORD (2007 and 2010 versions)

TIP #1

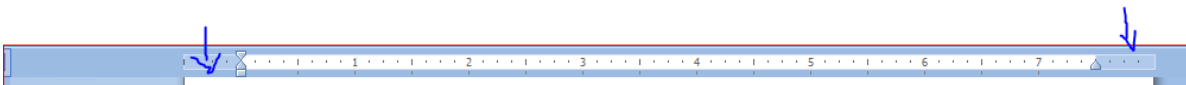
Go to the **VIEW** tab and then to **SWITCH WINDOWS** command and **RIGHT** click then select **ADD TO QUICK ACCESS TOOLBAR**

When you have more than one document open at a time you can quickly switch windows by clicking on the Switch Windows icon on the Quick Access Toolbar.



TIP #2

If you **DOUBLE** click on the **Ruler- margin areas** the **PAGE SET UP** window will display!



2011-12 Administrative Professionals Skill Series

Topics In This Series Include:

*Recertification Points will be applied for this program in the series

August 9, 2011

Christine Warner, CPS
Executive Assistant

Westfield Insurance

***Leveraging Your Talents to Lead**

Every day of our lives, in some way or another, we experience the opportunity to lead or to follow. In order for each of us to be successful in our professional and personal lives, it is essential that we are able to recognize the qualities of a good leader to be an active contributing member of the team, and to know when to lead and when to follow.

Nancy Stamer, CPS/CAP
Executive Secretary

Westfield Insurance

January 10, 2012

Andrea Lawver
Office Team

***Time Management**

At home or in the office, we all strive to do one thing, save time. Get great tips and advice on how to save and manage your time.

February 14, 2012

Dive Into the Chocolate Fountain

Feast on our chocolate fountain along with treats (in honor of Valentine's Day!). The fountain has been sponsored by Mighty Auto Pro in Medina! In addition, table games and great networking opportunities will abound. Join in for a fun evening!

September 13, 2011 - Guest Night

Held at Medina County University Center, 6300 Technology Lane, Medina

Ray Buck, Computer Support Specialist from MCUC

***Business Technologies: From Sharepoint to Painpoints**

The presentation will focus on a variety business technologies and their impact on our professions and budget. We will also demonstrate a variety of technologies including the webinar, sharepoint, videoconferencing, distance learning and springboard.

March 13, 2012

Rick Medla
Esselte Corporation

***Spring Board From To Do... To Done**

Make all those tasks you want to accomplish in a given day into real, actionable items or things you can just get rid of. Everything you keep has a clear reason for being in your life at any given moment—both now and well into the future. This gives you an amazing kind of confidence that nothing gets lost and you always understand what's on or off your plate.

October 11, 2011 - 4th Annual Executive Night

Held at Medina County University Center, 6300 Technology Lane, Medina

Kevin Speight
Director of Corporate and Academic Development
Institute of Management Accountants, Akron Chapter

***Building Upward with Teamwork**

Fostering teamwork is creating a work culture that values collaboration. With commitment and appreciation for the value, you can create an overall sense of teamwork in your organization.

April 10, 2012

Pieri Levandofsky
PC Computing LLC

***Destined to Design in Microsoft Publisher**

Create newsletters, flyers, brochures using templates and learn how to customize them to suit your needs. Publisher tools help you modify the layout and structure as well as edit content and format graphics.

November 8, 2011—Medina County Chapter 10th Anniversary

Pam Brooks
Friends Business Source

***Shift Your Office Position**

Pick up some great tips to stay safe, healthy and productive at work. Learn how to avoid long term aches and pains by putting into place some good ergonomic practices.

May 8, 2012

Deborah Sukey, CAP
Cleveland Clinic: Lakewood Hospital

***Bridging the Gap: Working with Supervisors Offsite**

Bonding with your supervisor isn't always a snap and what can make the bonding process even more difficult is if you and your boss work in separate locations or time zones. With some bonding tactics, it is possible to create a high-functioning and enjoyable long-distance working relationship.

December 13, 2011

Holiday Social at Santo Suosso's Restaurant

Private room reserved