

IAAP Edmonton Chapter

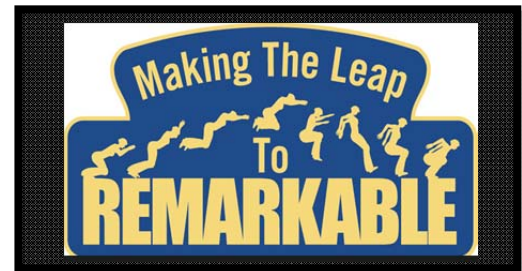
February 2012

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International Association of
Administrative Professionals®

Edmonton Chapter



President Message

WOW, it February already and I am wondering "what happen to this term". It is quickly coming to an end with our Annual Elections just a few short months away! For those who are thinking of being on the Board of Director, the time is NOW to starting thinking and planning on what you can do in this important role. It is the future leaders that are going to lead this chapter to something remarkable! We all have choices in life and this is a pretty easy choice! Involvement in this chapter will ensure you are benefiting the most from your membership and paving the road for those who follow. The same as our roles at work change so does our leadership. If you or someone else is interested in any of the positions, please contact Pearl MacDonald and throw your hat ring! With that said, I would like to welcome Janelle Sproule and Michelle Wispinski as our new Directors at Large to help us make the most of the remaining months of the term.

Vern McLaren, CAP
President, IAAP Edmonton Chapter

MARK YOUR CALENDARS

May 2012 Certification Exam

Registration Deadline:

February 15, 2012

2012 Spring Conference:

March 4-7, 2012

Administrative Professionals Day

Wednesday, April 25, 2012

May 2012 (CAP) Exam:

May 5, 2012

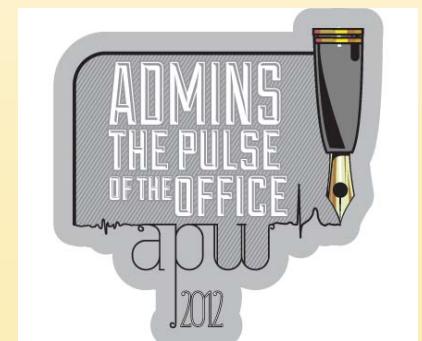
CDC

June 6- 10, 2012

2012 Education Forum & Annual

Meeting (EFAM)

July 22-26, 2012



4 Tips to Overcome Procrastination

By Chrissy Scivicque

Oh no! Is it Friday already? How can that be? I haven't even started on that project and it's due by the end of the day! What am I going to do??!

Sound familiar? Procrastination is one of the most common—and detrimental—forms of self-sabotage I see in the workplace. When you wait until the last minute to do things, you're not giving your best performance. It takes time to do things well. When you're rushed, it shows. Plus, last minute work is stressful! Why put that added burden on yourself? Why not start early and make slow, steady progress instead? Here are 4 tips to help you stop procrastinating NOW...not later.

1. Forget Perfection

The number one reason for procrastination, in my experience, is perfectionism. People who are obsessed with doing everything perfectly get so overwhelmed with the idea of what that entails, they often have trouble getting started. So, stop worrying about being perfect. Remember that everything evolves. You'll fix things up as you move forward. Or maybe you won't. That's okay too. Just don't let the drive to be perfect stop you from doing what you need to do.

2. Make a Plan

Procrastination is often the result of not having a clear plan. Once you know you have a deadline, create a plan for meeting it—no matter how big or how small the to-do item. Schedule a time for it on your calendar. If it requires multiple steps, schedule all of them. You can always reschedule if needed in the future. But just seeing it there in front of you in print will help avoid the last minute rush.

3. Keep It Bite-Sized

Being overwhelmed by the size of a project can be an easy trigger to procrastinate. You might tell yourself that you can only start working on it when you have an entire day to dedicate to the process. And when does that ever happen? So you put it off. Out of sight, out of mind.

Avoid this by breaking down monstrous tasks into bite-sized pieces. One step at a time is the best way to tackle such projects. You'll be able to wrap your head around what needs to be done and you'll also experience small victories along the way as you accomplish each baby step. Plus, it's much easier to find time to complete one small task than to find a long stretch of time for huge loads of work.

4. Stop Fooling Yourself

I always hear people say that procrastination helps them focus. They wait until the last minute because the added pressure gives them a boost of energy and creativity. My response is, "Stop fooling yourself." This reminds me of people who say they do their best writing after a few glasses of wine. Sure, you think it's great. But the rest of the world doesn't agree. So perhaps *you* think procrastination produces your best work, but it's a fair guess to say that's not true. Very likely, you will produce even *better* work given the time to think about what you're doing. You'll catch mistakes that would go unnoticed in a pinch; you'll have the ability to explore alternative solutions instead of simply rushing down the first path you find; and you'll be able to really focus on the work, rather than being distracted by the stress and anxiety of an impending deadline.



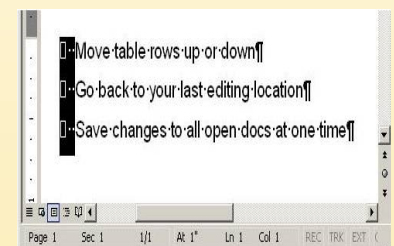
QUICK TIPS

Selecting a Vertical Block of Text in Word

Here's a trick we use often, especially if we need to clean up a document with excessive tabs or spaces. Most of the time, we select text horizontally—a word, a series of words, a paragraph—from left to right or vice versa. But occasionally, the selection has to be vertical. For instance, suppose you wanted to delete the leading characters.

To make a vertical selection, click at the beginning of the line, then hold down [Alt] as you click and drag down through the text you want to highlight. The screen print below shows the column of unwanted characters selected using this technique. Hit [Delete] and they're gone!

Although we selected text at the beginning of the lines in this example, you can make vertical selections anywhere on the page.



These tips have been brought to you by Know it Sooner Computer Training. Contact us today for one on one or group training at your site or ours!

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Website

Changes are a coming, changes are a coming! The Edmonton Chapter website will soon be looking little different thanks to Michelle Wispinski our new co-webmaster. I am sure with her knowledge and fresh ideas, our website will be going to be fantastic. Michelle has already provided great ideas on improving our site so check often to see what is new and watch our site bloom to remarkable! Do you have an idea on what you would like to see on our site? Please feel free to contact Michelle or myself and we will see how we can make it happen. Remember this is your website and portraits your chapter, let's give the world a great impression of our chapter!

www.iaapedmonton.com

*Vern McLaren, CAP, President & Chapter Co- Webmaster
vern.mclaren@cima.ca*

BOARD OF DIRECTORS

President, Vern McLaren, CAP
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Director at Large, Janelle Sproule
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Co-Webmaster, Michelle Wispinski
Michelle.Wisoinski@yahoo.com

Admins: The Pulse of the Office



2012 Administrative Professionals Day
Wednesday, April 25, 2012

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS, EDMONTON CHAPTER

Place: Chateau Louis Hotel & Conference Centre
11727 Kingsway, Edmonton

Time: 8 am to 4 pm

Attire: Business Casual. No Jeans or T-Shirts. Scent Free.
Free parking. Lunch provided.

Members: \$149.00

Non-Members: \$169.00

To Register visit: <http://iaapapd2012.eventbrite.com>

Registration Opens: February 8, 2012, 9:00am *First Come – First Serve*

For more information visit our website at www.iaapedmonton.com

All APD inquiries **Email:** iaap.edmonton@gmail.com



Business Dinner Meetings

Professional development is a priority for IAAP members! Join us at our meetings for timely and relevant presentations. There is time at our meetings for people to network and get to know other like-minded professionals which develops a sense of community. Leadership development is an important part of each chapter. We learn new skills through the meeting presentations and we put our skills to the test by volunteering for board positions, committees, or specific tasks that need to be done. There's nothing like stepping out of your comfort zone to cause growth professionally and personally!

Edmonton Chapter meetings are held on the second Tuesday of the month (except April, July, and August) at the Edmonton Petroleum Club, 11110 - 108 Street - just across from the Kingsway Garden Mall. Our monthly meetings open doors of opportunity that can assist you in career building. They will provide topics that will amuse, entertain, engross and educate you. After the fabulous meal and before the enlightening presentation there is a brief business meeting that covers chapter business.

For more information and to see our upcoming schedule of speakers, visit our website at www.iaapedmonton.com. We warmly invite you to join us!

Time: 5:30 p.m. until 8:30 p.m.

Members - \$30 / Non-members - \$35 / Speaker portion free (after 7:00 p.m.)

February 14, 2012 will be our next meeting.

*In order to make our event as comfortable as possible for everyone, we are **scent-free**.*

Thank you for your cooperation!

IAAP's Mission ... is to enhance the success of professionals by providing opportunities for growth through education, community building, and leadership development.

Chapter of Excellence and Member of Excellence programs are different this year.

Pearl introduced the duo-tangs with information in them for developing criteria. At each meeting we will bring this board where you check off what you've completed.

This will help track how each member does in managing the program. Benefits include a certificate that you can include in your career evaluations.

We have to have Members of Excellence in order to achieve Chapter of Excellence.

Members – 11 criteria and you only need 8. Your name will be on part of the EFAM slide show.

Chapter – narrowed down to 8 criteria and you have to get all of them.

NEWSLETTER

If you wish to submit a short story, testimonial, blog, experience etc. (200 words minimum) you've had and share it with the community and it would benefit others etc. new, existing or past members are welcome.

The newsletter is published once a month from September to June. The deadline for submissions is the last day of the month.

Submissions can be sent to Janelle Sproule at Janelle.Sproule@oemreman.com