



Lake County Leaders!

Volume 30

April 2011

Message from the President

Hello, Lake County Members!

April is a very special month. Spring is in the air! The most exciting part is Administrative Professional Day on April 27. You are the centric force that keeps our organizations running smoothly. No small feat but an extraordinary effort. We are not always in the forefront receiving "kudos" for making magic happen, so I would like to thank each and every one of you for all that you do to support your organizations. I hope that your APW day will be one of recognition by your boss and peers. You are awesome!

The Illinois Division Annual meeting is May 20-22, 2011 in Moline, IL. The registration packet is available on the IL Division website and I encourage you to attend. Their three day event has (6) keynote speakers! I'm excited about this meeting and looking forward to attending.

EFAM is also I just around the corner. Registration information is on the IAAP headquarters website if you would like to attend. They have many discounts being offered for early registration.

We have exciting speakers and programs planned for the remainder of this year, so don't miss out in attending our meetings.

Marilyn Bell, CAP
President



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Increase your chances of getting noticed

No doubt, there are times you'd like a promotion, pay raise or just some kind of recognition. The question is: How can you increase your odds of getting it?

Take feedback—and use it

You need to get noticed—and here's what CNN.com recommends:

- **Ask for it:** A Washington Post survey found women were 85% less likely to ask for a promotion than men. Moral: If you want something, you have to speak up.
- **Never cry at work:** When it's hard to hold back the tears, remember: Crying can ruin your credibility.
- **Make use of feedback:** Being criticized isn't fun, but the smart admin takes the feedback and uses it to become even better at her job.
- **Act the professional:** You know the saying, "You have to walk the walk and talk the talk." It's true!



The Lighter Side

How did we get by without cell phones?

Is it technology taking over? Here are some signs you might need to take a break from it:

- You accidentally enter your password on the microwave.
- You have a list of 15 phone numbers to reach your family of three.
- You email the person who works at the desk next to you.
- Leaving work without your cell phone is a cause for panic and—no matter how far you are from home—you turn around to get it.



Important
DATE!

DATES TO REMEMBER

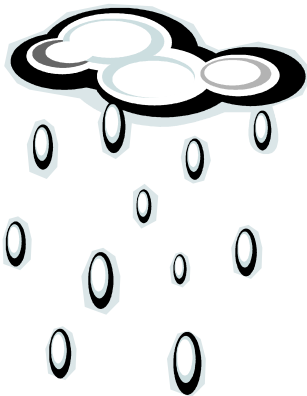


April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 LCC APW Event	13 Certifica- tion Webinar	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Admin Day	28	29	30
Administrative Professional Week						

A Source of Inspiration

PASSION &
PURPOSE
LAKE COUNTY CHAPTER



“Never separate the life you live from the words you speak.”

- **Paul Wellstone**

“Be miserable. Or motivate yourself. Whatever has to be done, it’s always your choice.”

- **Wayne Dyer**

“Problems are only opportunities with thorns on them.”

- **Hugh Miller**

“Self respect leads to self discipline. When you have both firmly under your belt, that’s real power.”

- **Clint Eastwood**



Web Site

- Tinyurl.com/EggTime
Stick to your schedule using this online egg timer to time how long you spend on each task.
- Tinyurl.com/Meet368
Want to improve your meeting agendas? Check out these free templates.
- Tinyurl.com/GoalApu—
This formula can help you set personal goals.



Making Technology Work For You

Exploring the finer points of working in today's tech-savvy workplace.

Keep e-mail professional

Ever notice there's one big problem with writing an e-mail message?

We can't be 100% sure we've hit the right tone before sending it.

So we run the risk of writing e-mails that sound accusatory or angry—even if that's not our intent.

Now there's an online solution that'll help us avoid certain "trigger" words to ensure our messages reflect what we really mean.

ToneCheck.com is a free e-mail plug-in that identifies and flags emotionally-charged sentences within e-mail messages.

It's just like spell check

The basic service works like spell check, highlighting potentially offensive words and phrases. Other options include:

- The ability to customize your acceptable tone, and
- An option to help change the emotion in the message.

(As always: Before installing this plug-in, check with IT first!)

Computer Time Savers

Freeze panes to scroll through Excel documents

If you're working with large amounts of data in Excel, using **Freeze Panes** can make it easier.

Freeze Panes allows you to lock specific rows and columns, so you can scroll through a spreadsheet while keeping the frozen rows and columns in view.

So you might "freeze" the headers.

Here's how to use it.

Open the spreadsheet and place your cursor in the cell directly below the row, and to the right of the column you wish to freeze.

Click on **Windows** and select **Freeze Panes**.

A thin line above and to the left of the cell will appear.

Scroll and you'll see the rows and columns that are frozen.

To undo it, click on **Windows** and select **Unfreeze Panes**.



Where to get help

Time to relax: Great movies about working women

We're on the go so often, it's important to remember to take a breather occasionally!

Here are movies that are the video version of "comfort food."

Even if you've already seen these, they're worth seeing again!

- The Devil Wears Prada
- Erin Brockovich
- Nine to Five
- Working Girl
- Norma Rae



2010—2011 Programs



International Association of
Administrative Professionals®
Lake County Chapter

Lake County Chapter 2010–2011 Programs

Meeting Location: CDW
200 N. Milwaukee Avenue

Date	Presenter	Topic	
04/12/2011	Tom Weber	Discovering Your Memory Power	Interactive, fun workshop about the power of memory. Learn benefits of improving your memory.
05/10/2011	Ron Springer	Effective Meetings and Events are Key to Business Success	Effective two-way conversations, improved oral and written communication, and conducting meetings—all keys to business success.
06/14/2011	Lisa Olson	Chapter Officer Installation	
	Illinois Division Treasurer Suzanne Bracken	Effective Communication	



PASSION & PURPOSE
LAKE COUNTY CHAPTER



Community News

Stay up to date and check out what other IAAP members are saying in the most recent blog posts.

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Home/>

Remember to check out your LCC Web Page

<http://iaap-lakecounty.org>



International Association of
Administrative Professionals®
Lake County Chapter

Upcoming Events

Happy Birthday

Administrative Professional Week

Administrative Professionals Day is April 27th, 2011. APW week is April 24-30th.

APW Event sponsored by Lake County area, Tuesday April 12th—see page 8

APW Event sponsored by Will County area Saturday, April 9th—see page 9

Certification Webinar Series
April 13th, May 11th & June 8th

We have no
April Birthdays





Learn Something New
Network with Peers
Support Administrative Excellence
Learn about membership in IAAP

Lake County Chapter Administrative Professionals Week

April 12, 2011

Mini Vendor Expo 5:30 – 8:30 PM

Program 6:00 – 8:30 PM

Cost: **\$10.00**

(appetizers/beverage/dessert)

Program: Discovering Your Memory Power!!



An interactive and fun workshop about the power of memory. Learn the benefits of less stress, increased income, a boost in confidence, better time management and improved relationships.

Speaker—Tom Weber, Trainer,
Freedom Personal Development

Location: The Arboretum Club
401 Half Day Road
Buffalo Grove, IL 60089

RSVP and Payment By: March 25, 2011

Make Checks Payable to: IAAP –Lake County APW
Sandie Stodola CPS/CAP
36927 N. Richard Lane
Lake Villa, IL 60046

Questions? Please contact: Betty.Lawler@aonhewitt.com



Lots of Opportunities for giving Coming up:

Are you a walker?

Helping Lake County Families Get Back on Their Feet Walk-a-Thon

Saturday, April 30

10:00 am – 1:00 pm

Independence Grove

10th Annual Walk to End Homelessness

Sunday, June 26th

Ft. Sheridan Forest Preserve

Like Bowling?

Baird & Warner, Libertyville 6th Annual Bow-A-Thon to Benefit PADS

Thursday, May 19

Bertrand Lanes in Waukegan

Ride a bike?

Iron Justice Motorcycle Group - Bike Run

June 25

PADS Wish List for urgently needed items:

Disposable bowls, spoons & forks

Laundry soap, Lysol type liquid cleaner

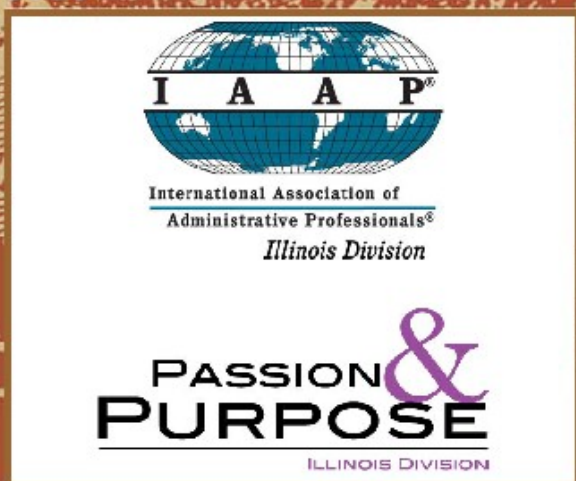
School backpacks, socks, sweats

Paper towels and toilet paper

Please check www.lakecountypads.org for details on how to help.



Illinois Division IAAP Free Certification Webinar Series



Registration Information:

To Register for the Webinar(s),
please email your registration form to
Kathy Harper @ kldharper@gmail.com

Wednesday, April 13, 2011

7:30 PM CST

Recertification

Ann McKeveit, CAP

Deadline to Register is April 11, 2011

Items Ann will cover are:

- o Points requirement
- o Earning points
- o Requesting recertification points
- o Preparing your packet
- o And Much More!!

Wednesday, May 11, 2011

7:30 PM CST

The Advantages of Certification

Dewoun Hayes, CAP

Deadline to Register is May 9, 2011

Items Dewoun will cover are:

- o Proving dedication to your career
- o Increasing your credibility
- o Putting your name on top of the list
- o And Much More!!

Wednesday, June 8, 2011

7:30 PM CST

Preparing for the Exam

Suzanne Bracken, CAP

Deadline to Register is June 6, 2011

Items Suzanne will cover are:

- o Point by point walk through
- o Approaching your supervisor
- o Investing in your future
- o Study Options Study Guides
- o Courses and study groups
- o Additional Materials
- o And Much More!!

To get the entire webinar experience, an internet connection and phone will be necessary; however a dial in number will be provided.

Once your registration has been processed, you will receive your Dial In #, Passcode # and URL to access the webinar.

For more information, contact Ann McKeveit at (847) 977-8584.

