



Lake County Leaders!

Volume 28

February 2011

Message from the President

Hello, Lake County Members!

I enjoy going to an aquarium and stopping long enough to really see everything that is moving and living in that space. I watch the colorful large and small fish swimming between the grasses or around buildings. I observe a snail moving along the floor going in & out of its shell or watching the grass swaying in the water. It's captivating and amazing how much detail you can observe just by taking 5-10 minutes to focus on a specific area where so much action is going on.

The power of focus eludes me all the time. Many days are a multitude of requests, meetings and interruptions. Sometimes I'm working on five things at once never finishing a single task. These are the days that I wonder what in the heck did I do today!

So, occasionally I stop and focus on just one specific issue or task. I realize that by being totally focused on that task, I begin to see some of the details that I might have missed if I were to rush through it. I might be able to shorten my process, uncover perspectives and come up with new ideas that I hadn't considered before.

Our speaker this month will bring out your creativity and innovation. What an opportunity to really use your power of focus to learn how to use creative thinking towards brainstorming new ideas. I hope you will come and join us for this exciting presentation.

Marilyn Bell, CPS/CAP
President



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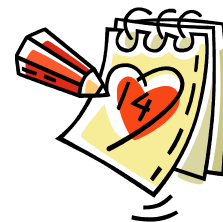
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The Retirement Trust Foundation is here for you, Admin to Admin, helping our own.

Looking to March and Retirement Trust Foundation month – it's not too early to begin thinking of fundraisers to help your chapter and division support the RTF. It is through your generous donations that we can continue to offer housing assistance to admins age 55 or older who are in need.

And, remember the "Family of Givers" program ...the ability for members to support the RTF through donations that are cumulative with a complementary recognition program. You benefit from your donation, your chapter benefits, and your division benefits. You can actively help fellow admins in need through this 501(c)3 organization.

For more information about the Retirement Trust Foundation and how you can make a difference, please visit the RTF website at www.iaap-rtf.org.

The RTF appreciates your support



The Lighter Side

She wore what?!

Not everyone knows what's appropriate to wear to work. Here are some of the craziest outfits worn to job interviews, according to an **OfficeTeam** survey:

- Blanket worn as a shawl
- Plastic skirt
- Top held up with a big safety pin
- Leather pants and cowboy boots
- Jeans with suspenders
- Spandex
- Cat suit
- Braid with pink bows
- Sequined top, and
- Star Trek T-shirt

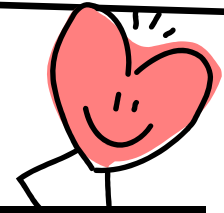
Source: APW



Important
DATE!

DATES TO REMEMBER

February 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 LCC Meet- ing	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Sandy Braid's Birth- day	26
27	28					

A Source of Inspiration

PASSION &
PURPOSE
LAKE COUNTY CHAPTER



I hear and I forget. I see and I remember. I do and I understand.

Confucius

It's the trouble that never comes that causes the loss of sleep.

Chas. Austin Bates

The only job where you start at the top is digging a hole.

Anonymous

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

Doug Larson



You too can find the Passion and Purpose in

February is upon us, for those who follow football, the Bears lost their Superbowl hopes. Makes me think that in our world the “superbowl” of Administrative Excellence is to become a Certified Administrative Professional. The deadline to sign up of **February 15** for May’s exam is drawing near.

Perhaps a quick overview of the certification process and format will help you if you are thinking about taking the exam in May.

To sign up for the exam, fill out the application:

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

You must also include with your application a Job function and Employer’s statement (this form is completed and signed by someone who can attest to your work experience at your current employer) http://www.iaap-hq.org/sites/default/files/pdf/certification/Job_Function.pdf

The May exam will be the last one held using the old format: For the CPS exam, you will be taking parts 1-3 on Saturday, May 7.

Part 1 is Office Systems and Technology, which tests your knowledge of the technology and systems in place in most offices.

Part 2 is Office Administration, which tests your knowledge of many of the basic soft skills and systems involved in running an office.

Part 3 is Management, which is the basic level of management, organizational behavior and human resources.

For the CAP exam, you will take part 4 in addition to the three parts of the CPS exam above, part 4 will be administered on Friday, May 6.

Part 4 has the advanced human resources concepts, including principles of management, advanced organizational development and strategic management.

If it seems daunting, remember, the more effort you put into something you want, the more you get out of it.

Pursue your passion with a purpose. Grab onto your dreams and hold tight with both hands and remember there are many people who will help you if you ask!

Respectfully submitted,

Ann McKeveitt, CAP
2010-2011 ID Certification Chair
CLSC Chapter Member

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Signs of a Workaholic



Do you spend most of your day, including your free time, thinking about work? Would you rather be in your cubicle than in your home? A recent survey of more than 3,000 workers by CareerBuilder looked at indicators of being addicted to work and identified some of these signs of workaholism from its survey:

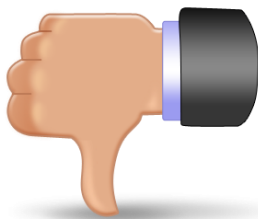
- 27 percent had not taken a personal or sick day in the past few years.
- 24 percent reported that when they're at home they still think about work.
- 22 percent reported they don't pursue personal interests because they're always working.
- 19 percent often dream about work.

“While a strong work ethic is valued, a lack of balance with your personal life can ultimately work against you in the long run,” says Rosemary Haefner, Vice President of Human Resources at CareerBuilder. To see the full article with tips for improving life balance, visit <http://cb4me.com/tD8Qus>



Never Never

When using a quoted question or exclamation at the beginning of a sentence, never include a comma after the closing question or exclamation mark. For example:



INCORRECT:

“What’s going on here!”, she shouted upon seeing the mess her children had made.

CORRECT:

“What’s going on here!” she shouted upon seeing the mess her children had made.

INCORRECT:

“Do you know whether the plane will depart on schedule?”, he asked the ticket agent.

CORRECT:

“Do you know whether the plane will depart on schedule?” he asked the ticket agent.



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	
03/08/2011	Diahann Boock	Leading from the Position You are In	We are all leaders but need to know how to tap into that. Take responsibility to foster motivation and change perceptions.
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 Illinois Division Treasurer	Chapter Officer Installation	



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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

Spring Conference

March 7-9, 2011

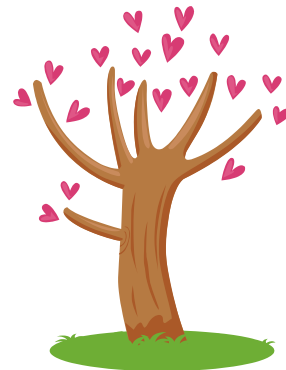
Tampa, FL

Administrative Professional Week

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

APW Event sponsored by Will County area Saturday, April 9th—see page 8

2/25– Sandy Braid



Administrative Professionals Week

Greater Will County Chapter - IAAP
is Hosting

“Pardon Me, Your Career is Showing!”

Saturday, April 9, 2011



Speaker Briefs

Jan Marino, President – High Gain Companies, Inc
Advance Yourself Through Personal Branding
Reclaim your personal power / Take chaos out of your life /
Break through to purpose /
Find relevancy and “High Gain” in the marketplace

Lillian Bjorseth, President – DuoForce Enterprises, Inc
Unlock Your Potential Within
High Self-Esteem is the Foundation / Take Charge /
Examine your Values / Set Goals /
Deal with Temporary Setbacks

8:00 am Registration / Continental Breakfast
8:30 am Welcome
8:45 am Jan Marino, President, High Gain Companies, Inc
10:00 am Membership Recruitment Program
10:15 am Lillian D Bjorseth, President, DuoForce Enterprises, Inc
11:30 am Door Prizes and Wrap Up
12:00 pm Lunch

\$30 per person
(pre-registration is required)

**Joliet Junior College,
Building T,
First Floor Conference Room
1215 Houbolt Rd
Joliet, IL 60431**

www.iaap-greaterwillcounty.org

Raffles and Door Prizes will be available

Partnering with Joliet Junior College Computer and Information Office Systems Department

This year, celebrate all office professionals!

Recertification Points Have Been Applied For

Name: _____ IAAP Chapter _____
Address: _____ IAAP ID No. _____
Phone # _____ No. of Tickets @ \$30 _____
Email: _____
Amount of Check Enclosed _____

**RESERVATIONS MUST BE MADE IN ADVANCE FOR THIS SEMINAR.
REGISTRATION DEADLINE: Friday, April 1, 2011**

Please return this ticket and your check (*make payable to Greater Will County Chapter - IAAP*) to:
Lois Norman, 624 Vine St, Joliet, IL 60435



Bounce Back



Win
an iPad!

- Garner recertification pts.
- Prize drawings each day
- eGroup just for conference attendees
- Each participant receives a special gift.

Spring Conference

TAMPA 2011
MARCH 6 - 9



**This two-and-a-half
day conference will
give you:**

- **The knowledge** of business trends to let you see the big picture and understand your shifting role within it. You'll discover what it takes to become and remain resilient and maintain your competitive edge.
- **The skills** to become super competent to meet all the new demands placed on you and your work team. You'll leave with six keys for performing at your productive best to be a peak performer and achieve breakthrough results.
- **The attitude** required to get results while working with others. Learn to take charge of your ever-expanding role and increasing accountability. What worked yesterday won't work today or tomorrow.
- **The foresight** to create professional development opportunities each and every day and prepare yourself for the next stage of the New Normal, so you'll keep **Bouncing Back—Bouncing Higher**

Brought to you by



for more information:
www.iaap-hq.org/events

Standards of Integrity

Preamble. IAAP members, chapters, divisions, affiliates, International Board and Headquarters Staff will exhibit the highest standards of integrity through core values; ethical representation; and, transparent demonstration of financial stewardship.

Members around the world will focus their skills, energy and commitment to excellence in support of IAAP by conducting business responsibly and in a manner that reflects favorably to the Association.

These Standards will also encompass full support for the Confidentiality and Conflict of Interest Statement and the IAAP Code of Conduct, with keen awareness of compliance with the law and always working from a position of trust.

IAAP Core Values*:

Integrity - We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards. We will conduct our professional activities in a manner that will reflect well upon the profession.

Respect - We create respect within our profession and association through listening, understanding and acknowledging member feedback. We will encourage the diversity of views, with compassion and respect for the rights of others to hold values, attitudes, and opinions that may differ from our own.

Adaptability - We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking. We will encourage others to operate outside of their comfort zones, facing ambiguity with a spirit of innovation and forward thinking.

Communication - We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships. It is readily accepted that information given and assessed must be based on truth, fairness and accountability. We will obey the law, perform in good faith, and seek fair outcomes.

Commitment - We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness. IAAP has a responsibility to the people it serves and shall not practice, condone, facilitate or collaborate in any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, language, disability or socioeconomic status.