



Lake County Leaders!

Volume 35

January 2012

Message from the President

Lake County Members,

Have you ever encountered a person who has a “renaissance mind?” This is a person who is a creative thinker. They are usually a good resource when wanting to expand “out of the box” thinking on projects, future plans, etc.

I get a newsletter from Tammy Cook who wrote about 10 ways to identify a renaissance mind:

They love to start new projects but don't always follow through. (Anyone you know?)

Renaissance minds are divergent rather than linear thinkers. They compare 1 to 2; and 3 to 4. Each thought sparks other thoughts until it becomes a tangled web of ideas.

Renaissance minds thrive on having several projects in progress at once. Multi-tasking on steroids.

They struggle with procrastination. They see the big picture but often can't reduce to smaller segment. Once a project is past the fun original stage they look at other projects (new) as more interesting.

They struggle with developing effective individual organizational skills.

I've run across a number of people in my career that are exactly as described above. Their enthusiasm excites me and gets me thinking about challenges I might not otherwise consider. Really great to get new ideas and spark interest but will need to have others carry the work load to get accomplished.

With our New Year in place, anyone who has any exciting ideas for our chapter can certainly reach out to me!

Marilyn Bell, CAP-OM
President



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What's Inside:

Boosting Your Image	2	2011-2012 Programs	6
The Lighter Side	2	Community News	7
Dates to Remember	3	Upcoming Events	7
Make Technology Work 4U	4	Are You Promotable	8
Effective Business Writing	4	Leading with Passion	9
Where to get help	5	LCC 11/8 Meeting Flyer	10
A Source of Inspiration	5	Social Networking Flyer	11



Boosting your image

What's the quickest way to let people know you're honest, intelligent and likeable?

If you're a woman, the answer is "wear makeup," according to a recent study.

But how much? And which colors are best in a professional environment?

Here are some tips from the pros on today's most appropriate looks:

- **Tone it down:** Big, bold colors look even bigger and bolder under fluorescent lights. Stick with browns, grays and neutrals.
- **Keep it soft:** Use brushes and cotton swabs to carefully blend eyeliner, blush and lip liner.

Don't over-do

- **Ditch the sparkle:** Shimmer and shine work for formal events and nighttime, but not for the office.
- **Less is more:** The key is not to over-do. Go for something minimal on lips, cheeks and eyes.



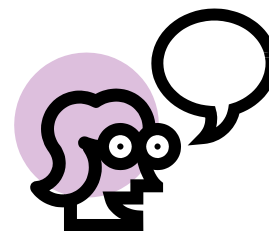
The Lighter Side

Resume blunders

Many job candidates are trying to make their resumes stand out these days with interesting additions.

Here are a few, from *Careerbuilder.com*:

- Listed her dog as a reference
- Listed the ability to do the moonwalk as a special skill.
- Said he would be a "good asset to the company," but failed to include the "et" in the word "asset."
- Listed an email address on the resume which had "shakinmybootie" in it.
- Used her first name only.



*Important
DATE!*

DATES TO REMEMBER



January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Years Day!!	2	3	4	5	6	7
8	9	10 LCC Virtual Meeting	11	12	13	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23 Chinese New Year	24	25	26	27	28
29	30	31				



February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 LCC Chapter Mtg	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Make Technology Work For You

A website designed to make minutes-taking easy

Want to impress meeting attendees?

Send out well-organized meeting minutes immediately after the meeting's over.

Sound impossible?

Not if you use **Minutes.io**, a free web app designed to make taking minutes as easy as possible.

The template provided lets you track attendees and add agenda items complete with due dates.

You can also arrange the info in categories such as: *To Do*, *Completed*, *Info*, and *Ideas*.

It's easy to share minutes

After the meeting, you can quickly send the minutes to all attendees by plugging in their email addresses.

Or you can publish your minutes to secret URLs so attendees can just look them up.

You don't have to register or log on. Just start typing!

Effective Business Writing

Politically correct phrases

It's not easy staying current with which phrases are politically correct and which aren't.

The goal, says Sandra Lamb, author of *"How to Write It,"* is choosing words that include both sexes, are easy to pronounce and make sense.



So here's a list of what to avoid (both in writing and in conversation) and appropriate substitutes:

- Instead of committeemen, use committee members.
- Instead of workmen's compensations, use workers' compensation.

Make them fair and sensible

- Instead of serviceman, use sailor or soldier.
- Instead of odd man out, use person not included
- Instead of old wives' tale, use superstition
- Instead of man on the street, use average citizen.
- Instead of Uncle Sam, use U.S.
- If you're unsure, avoid Miss or Mrs. and use Ms.

Where to get help

Email etiquette and writing messages

Wish you had a book that covered email etiquette along with how to write the perfect electronic messages?

Here it is: David Shipley and Will Schwalbe are the authors of “*SEND: Why People Email So Badly and How to Do it Better.*”

Here are some of the topics the book covers:

- *Anatomy of an email*
- *6 essential types of email*
- *The email that can land you in jail*



A Source of Inspiration



“leadership is action, not position.”

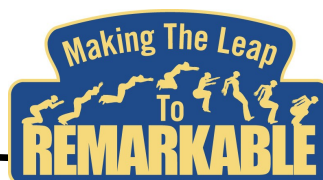
-**Donald H. McGannonx**

“But what minutes! Count them by sensation, and not by calendars, and each moment is a day.”

- **Benjamin Disraeli**

“Gossip needn’t be false to be evil—there’s a lot of truth that shouldn’t be passed around”

- **Frank A. Clark**



2011—2012 Programs



Lake County Chapter 2011–2012 Programs

Meeting Location: CDW
200 N. Milwaukee Avenue
Vernon Hills, IL 60061

01/10/2012	Rhonda Scharf, CSP Certified Speaking Professional ON THE RIGHT TRACK - Training & Consulting	Time and Workload Management	Real-work solutions: Managing Multiple Bosses Time Management	Virtual Meeting
02/14/2012	Lauren LoPresti M.B.Ed., Department Chair, Administrative Office Systems, College of Lake County	Refining Your Bosses' PowerPoint	Real-work solutions: Refine and improve someone else's PowerPoint to present that professionally done look.	
03/13/2012	Mike Patterson, On Track Leadership Training	Breaking the Barriers to Success	Real-work solutions: Where the barrier to success lies. Identifying what is holding you back from reaching your potential. Techniques to overcome fears and self limiting behaviors.	
04/10/2012	Dave Kaiser, Dark Matter Executive Consulting	How to be Extraordinary	A Hands-on mini-workshop which will engage both the right & left side of your brain. Arthur had Merlin Luke had Obi-Wan We have Dave	TBD
05/08/2012				
06/12/2012		Chapter Officer Installation		



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

Upcoming Events

2012 Spring Conference

March 4-7, 2012

Las Vegas, NV

EFAM

Grapevine, Texas

July 22-25

Gaylord Texan Resort

Options Training Program

The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.



Are you promotable?

Take yourself to the top with these can't-fail strategies *By Jean Kelley*



ANYONE WHO IS successful in business will tell you that she got where she is by consistently applying certain practices in her working life. While it's important to have the specific abilities you need to do your job, other big components of success include your comportment, how you look, how you speak, your attitude and your daily habits. Here are some key tips to send your career on an upward trajectory:

Claim your space

When you're walking in the office, you need to look purposeful and centered. Scurrying, looking harried or trying to blend into the background will make you appear as though you lack confidence. Instead, walk with your full height and claim the space around you.

Build your confidence

True confidence is simply the belief that you can do things well. If you doubt your ability to do things well, simply look back at your record of accomplishment. Use those past successes as a way to build your confidence so it's apparent to others as well.

Speak up

If you're in a meeting and the discussion turns to something you're unfamiliar with, look engaged anyway. Don't leave a meeting without having an opinion about something or you will quickly get a reputation for being wishy-washy or not concerned with the company's success.

Build social capital

Building social capital across the board is critical to your upward mobility. Social capital simply means building connections with people. Get to know your peers as well as people in other departments and companies. Find out some personal information about others, such as their hobbies, then talk about those items occasionally to build rapport.

Learn about business

To make it in business you have to know about business. This includes reading about your industry as well as other industries to learn how different companies handle things. If you're well read you can give examples from other industries and companies of what worked and what didn't.

Do what others won't do

In every department there are a few things that need to get done (or that are important to the boss), but no one wants to do them. Find out what those are and volunteer for those tasks.

Get a mentor

If your company has a mentoring program, take advantage of it. If you don't have access to such a program, get a mentor on your own. Look through your network of people and find someone who is at or near the level you aspire to be. Irwine the person out to lunch and talk business with him. Learn what he did to get where he is. When you feel enough rapport and comfort with the person, ask whether he will mentoryou.

Dress at the top of your level

People do judge you by how you look. For example, if you're in a position or company where everyone wears jeans and T-shirts, you should dress a notch higher. A good rule of thumb is to dress as if you were meeting with your top client. What attire would be professional yet comfortable for a key client meeting?

Communicate effectively

How you communicate, both verbally and in writing, can make or break your career potential. Poor grammar, foul language or an inappropriate tone make you appear less intelligent. Most successful people are very polished when it comes to their communication skills.

Jean Kelley is the founder of Jean Kelley Leadership Alliance. Her faculty and trainers have helped more than 750,000 leaders and high potentials up their game at work in the U.S. and in Canada. Coupled with her books, *Dear Jean: What They Don't Teach You at the Water Cooler* and *The Get a Job Keep a Job Handbook*, Kelley has earned the name North America's workplace coach. For information on leadership programs and availability, email jkkelley@jeankelley.com or go to jeankelley.com.

An excerpt from
Leading with Passion
by John J. Murphy

Light a match in a dark room and watch as the light instantly overcomes the darkness. Observe the power and grace of that single, solitary flame dancing with life. Now light several candles or kindle a fire and experience the added warmth and comfort extending from that first, vulnerable flame through others. This is the heart and soul of leadership—the essence of inspiring others. It is about courageously casting off fear, doubt and limiting beliefs and giving people a sense of hope, optimism and accomplishment. It is about bringing light into a world of uncertainty and inspiring others to do the same. This is what we call passion, the fire within.

Passion is a heartfelt energy that flows through us, not from us. It fills our hearts when we allow it to and it inspires others when we share it. It is like sunlight flowing through a doorway that we have just opened. It was always there. It just needed to be accepted and embraced. Under the right conditions, this "flow" appears effortless, easy and graceful. It is doing what it is meant to do. It is reminding us that we are meant to be purposeful. We are meant to be positive. We are meant to be passionate. We feel this when we listen to and accept our calling in life. We feel it as inspiration when we open the door of resistance and let it in.

Inspiration springs forth when we allow ourselves to be "in-spirit," aligned with our true essence. Stop and think about it: When you feel truly passionate and inspired about someone or something, what frame of mind are you in? What are you willing to do? What kind of effort are you willing to put forth? How fearful are you? Chances are, you feel motivated to do whatever it takes, without fear or doubt, to turn your vision into reality. You grow in confidence. You believe you can do it. You are committed from the heart and soul.

As we look to the future of our chapter, we need our members to be passionate about their careers. Our organization provides many opportunities for its members to grow through educational programs, certification and serving as a chapter officer or committee chair person. In 2012, we will need our members to consider some of our leadership positions as they become open. When our Nominations Committee reaches out to you, consider how you can become more passionate about your career and expanding your horizons through our chapter!

Real Work Solutions for Today's Office

"Refining Your Boss's PowerPoint Presentation"

"How to bring that professional look to someone else's deck"



February 14, 2012

Lauren LoPresti, M.B.Ed., DePaul University, M.A., Webster University, Department Chair
Administrative Office Systems
College of Lake County



"Breaking the Barriers to Success"

Mike Patterson from On Track Leadership Training

March 13, 2012

- A technique to overcome fears and self-limiting beliefs.
 - A way to increase energy levels instantly
 - To communicate with themselves and others more effectively.
 - Where the real barrier to success lies.
 - To identify what is holding them back from reaching their potential.
-

April 10, 2012 A Very Special APW Event

"How to Be Extraordinary"

David Kaiser, PhD - EXECUTIVE COACH TO EXTRAORDINARY LEADERS
Dark Matter Consulting



Arthur had Merlin
Luke had Obi-Wan
Buffy had Giles
You have Me



THE CENTRAL ILLINOIS ADMINIS CHAPTER HOSTS
AN EDUCATIONAL WEBINAR YOU WON'T WANT TO MISS!

SOCIAL NETWORKING FOR CAREER ADVANCEMENT

Marie Herman will be presenting information on how to use social networking to your advantage. It's not about "how" to use social media, it's about "why". Why using it will benefit you professionally and advance your career.

Date: February 7, 2012
Time: 7:00 p.m. CST
Cost: \$15 non-CIAMembers
\$10 CIAMembers

Register at <https://secure.jotform.com/form/20110119901>
Registration deadline February 4, 2012



**Social Networking
For Career
Advancement**